

# United Nations Office for the Coordination of Humanitarian Affairs (UN-OCHA)



## JUNIOR PROFESSIONAL OFFICER PROGRAM (JPO)

### TERMS OF REFERENCE

#### I. General Information

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<b>Title:</b>	<b>JPO in Humanitarian Affairs</b>
<b>Sector of Assignment:</b>	Humanitarian Affairs / Humanitarian Financing
<b>Organization/Office:</b>	United Nations / Office for the Coordination of Humanitarian Affairs (OCHA) / Pooled Fund Management Branch / Country-Based Pooled Funds Section (CBPFS)
<b>Country and Duty Station:</b>	New York, United States of America
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year.</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
<b>Please note that for participants of the JPO-Programme two years work experience are mandatory!</b> Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).	

#### II. Supervision

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Title of Supervisor:

Head, Oversight, Compliance and Fraud Management Unit (OCFMU), Country-Based Pooled Funds Section (CBPFS)

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

Additional supervisory role will be exercised on the job with continued feedback provided in relation to work assigned and performed both by the FRO and the Chief of Section.

### **III. Duties, Responsibilities and Output Expectations**

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OCHA CBPFS contributes to the delivery of the OCHA core function of humanitarian financing, providing support to country offices in managing humanitarian pooled funds; offering policy advice and promoting partnerships; and ensuring oversight, compliance and accountability of country-based pooled funds.

Under the overall leadership of the Chief of Section, and the direct supervision of the Head of the Oversight, Compliance and Fraud Management Unit (OCFMU), the JPO will carry out the following duties:

- Prepare background information, talking points and key messages related to CBPFs for use in OCHA Senior Management briefing materials;
- Support regular outreach and dialogue with key stakeholders including oversight departments, other UN agencies, non-governmental organizations, diplomatic missions, donors, and prepare related background material.
- Prepares or contributes to the preparation of various written reports, documents and communications, e.g. drafts sections of studies, background papers, policy guidelines, parliamentary documents, briefings, case studies, presentations, correspondence related to OCHA's inquiries into implementing partners implicated by allegations of fraud in the context of humanitarian Country-Based Pooled Funds (CBPFs).
- Works in conjunction with the primary focal point on compliance and oversight issues related to implementing partners in CBPFs; keeps abreast of latest developments, liaises with other humanitarian organizations, donors, etc., ensures appropriate monitoring and reporting mechanisms.
- Reviews and provides advice on policy issues and management response related to audits and evaluations of the CBPFs.
- Provides support to the field offices on the development of appropriate risk management frameworks.
- Organizes and participates in work groups, meetings, conferences, consultations with other agencies and partners on humanitarian financing and emergency relief-related matters.
- Undertake and provide support to technical assistance and other field missions, e.g. participates in field trips to build in-depth knowledge of humanitarian financing issues.
- Organize and participate in work groups, meetings, conferences, consultations with other agencies and partners on humanitarian financing related matters. Carry out other assignments as tasked.
- Performs other duties as required.

### **IV. Qualifications and Experience**

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#### **Education:**

**Master's degree** in political science, social science, public administration, international studies, economics or a related field.

#### **Work experience:**

A minimum of 2 years of relevant work experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area. Experience in humanitarian project management is highly desirable. Relevant

experience in risk management, oversight, compliance and/or audit is highly desirable. Humanitarian field experience is desirable.

**Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

**UN competencies:**

**PROFESSIONALISM:** Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

**PLANNING & ORGANIZING:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

**ACCOUNTABILITY:** Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

**Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

**V. Learning Elements**

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On completion of the assignment, the JPO will have/be able to write reports and draft and consolidate briefing material in appropriate tone, style and format for senior UN leadership, including USG and SG, review documents and other material as required.

In addition to strengthening of UN competencies skills set, those listed above, the JPO will learn/ acquire some of the following:

- Improved general understanding of humanitarian affairs;
- Strengthened professional knowledge of the humanitarian financing landscape and in

- particular the role and value added of OCHA-managed country-based pooled funds;
- Enhanced knowledge on oversight and compliance mechanisms;
- Ability to conceptualize and carry out resource mobilization and partnership strategies;
- Enhanced negotiation and relationship management skills with key stakeholders, including donors and NGOs;
- Build humanitarian financing and coordination knowledge (policy, programmatic and technical);
- Strengthen country specific knowledge related to financing mechanisms and aid flows;
- Draft policy guidance reports and analysis notes;

## **VI. Background Information**

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CBPFS contributes to the delivery of the OCHA core function of humanitarian financing through the management and oversight of the CBPFs. The section provides substantive support to OCHA Country Offices (COs) in managing CBPFs and leads the harmonization and standardization of procedures for CBPFs.

The section ensures CBPF compliance with the rules and regulations in place (Policy Instruction and Operational Handbook for CBPFs, and UN Financial Rules and Regulations) and supports the development of accountability and risk management frameworks to mitigate various risks. The section engages in policy discussions related to CBPFs and more broadly to humanitarian financing, engaging in widening partnerships with NGOs, UN agencies, donors and other CBPFs stakeholders.

The main tasks and responsibilities of CBPFS are:

- Provision of operational support to field offices managing CBPFs;
- Engagement in policy related issues in relation to CBPFs and cross-cutting issues to humanitarian financing and support the work of OCHA in the area of humanitarian financing in general.
- Leading the harmonization and standardization of procedures to streamline the management of CBPFs and support compliance and performance;
- Provision of support to global governance schemes, oversight and accountability;
- Engagement in widening partnerships with donors and other stakeholders, disseminate information relative to CBPFs and mobilize resources for CBPFs;
- Provision of administrative and financial support functions to CBPFs and supervision to compliance mechanisms in place.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO)**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**