



United Nations – Office for the Coordination of Humanitarian Affairs (OCHA)

Junior Professional Officer Program (JPO) Chiffre Nr. 2022-1-08

TERMS OF REFERENCE

I. General Information

Title:	JPO in Humanitarian Affairs
Sector of Assignment:	Humanitarian Affairs
Organization/Office:	United Nations Office for the Coordination of Humanitarian Affairs (OCHA)/Regional Office for Southern and Eastern Africa (ROSEA)/Central Emergency Response Fund (CERF) secretariat
Country and Duty Station:	1. Year Nairobi, Kenya, 2. Year New York, USA
Duration of assignment:	2 years with possibility of extension for another year The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
Please note that for participants of the JPO-Programme two years work experience are mandatory! 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

Title of Supervisor:

Year 1: Head of Emergency Preparedness and Response Unit, Year 2: Rapid Response Lead

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of year 1 and year 2, the Junior Professional Officer (JPO) will work jointly with their respective direct supervisor to finalize an agreed work plan. The final work plan will be discussed and mutually agreed to by the JPO and their supervisor.

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

The JPO will have weekly meetings with their supervisor. ROSEA meets weekly as an office and the ROSEA Emergency Preparedness and Response (EPR) Unit meets weekly as a team. The CERF Programme Unit, where the JPO will work, meets weekly.

III. Duties, Responsibilities and Output Expectations

Year 1 with ROSEA

- Deploys on humanitarian surge and support missions in Southern and Eastern Africa as requested, including to facilitate: humanitarian operational coordination (e.g. chairing inter-cluster meetings); humanitarian financing proposals (e.g. CERF applications); implementation of operational readiness actions (e.g. contingency plans); development of humanitarian needs overviews and appeals; and humanitarian needs assessments;
- Monitors, analyzes and reports on humanitarian developments and/or emergency situations in assigned areas of Southern and Eastern Africa;
- Organizes and prepares updates and reports on humanitarian, emergency relief and related issues in assigned countries/areas of coverage;
- Assists in the production of appeals for international assistance - including Humanitarian Needs Overviews, Humanitarian Response Plans and Flash Appeals - in the Southern and Eastern Africa region;
- Supports country operations with developing CERF requests, applications, interim updates and reports.

Year 2 with CERF

- Reviews and advises on requests for funding from CERF's Rapid Response window;
- Supports the selection process of countries for funding from CERF's Underfunded Emergencies window;
- Reviews proposals for CERF funding to ensure their adherence to CERF rules and regulations; provides support and technical assistance to field offices on development of CERF proposals when required;
- Contributes to CERF's anticipatory action (AA) portfolio, including setting up or adjusting AA country frameworks or triggering AA allocations;
- Reviews narrative reports on the use of CERF funds, supports the data extraction and analysis from these reports and contributes to the development of reporting guidance and templates;
- Reviews and analyses reports, studies, evaluations and other documents related to humanitarian financing;
- Prepares or contributes to the preparation of various written documents on humanitarian financing in general and CERF in particular, e.g., drafts sections of studies, evaluations, background papers, policy guidelines, analytical documents, case studies, etc..

Overall

- Organizes and participates in working groups, meetings, seminars, trainings, conferences, and consultations with other agencies and partners on humanitarian financing; serves as reporter at such events;
- Maintains awareness of current humanitarian affairs and related issues to contribute relevant political, policy, or gender considerations; acts as focal point for specific thematic areas;

- Performs other duties as required.

IV. Qualifications and Experience

Education:

Master's degree in political science, social science, public administration, international studies, economics, business administration, engineering, earth sciences or a related field.

Work experience:

A minimum of two years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English (both oral and written) is required. Knowledge of French, Spanish or Arabic is an advantage.

Other skills:

Computer literacy required. Additional skills, such as data analysis and visualization (e.g., PowerBI dashboards), website design or graphic design (e.g., Adobe InDesign) are 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.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

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

On completion of the assignment, the JPO will be able to assess project proposals, provide technical support on development of funding requests, review programmatic reports, draft public information materials/talking points/presentations, and organise workshops/trainings/conferences. The JPO will gain in-depth understanding and knowledge of humanitarian financing and will be exposed to issues related to humanitarian operations in a variety of contexts (ROSEA covers 25 countries in the region and CERF typically funds operation in more than 40 different countries per year).

VI. Background Information

The OCHA Regional Office for Southern and Eastern Africa (ROSEA) covers 25 countries from Nairobi. Comprising the Horn of Africa and the Great Lakes, Eastern Africa is a region in which emergencies tend to be protracted and large scale, resulting in significant displacement and other needs. For this reason, OCHA maintains country presences in Burundi, Democratic Republic of the Congo, Eritrea, Ethiopia, Somalia, South Sudan and Sudan. The Southern Africa region has fewer protracted humanitarian crises, but is prone to drought, floods and cyclones, and is faced with an escalating conflict in northern Mozambique. OCHA does not have country offices in the region, but has Humanitarian Advisory Teams in Madagascar, Mozambique and Zimbabwe.

For those countries where OCHA does not have a presence, it is essential that OCHA can deploy from the Regional Office -which serves as OCHA's frontline of surge- swiftly and effectively in times of emergency, and to ensure preparedness for potential crises. OCHA works closely with local authorities and partners to bolster operational readiness for emergency responses in these countries and assists both through surge and remote support. Whether we are mobilizing relief money or raising awareness of forgotten crises, it is our mandate to keep world attention focused on humanitarian issues. For this reason, we produce and release timely regional reporting and analytical products to strengthen the humanitarian case and highlight the needs of the most vulnerable in the region.

OCHA ROSEA provides a platform for the analysis of cross-border issues of humanitarian concern, such as facilitating multi-country preparedness and planning consultations. OCHA ROSEA works to strengthen collaboration on emergency preparedness and response with regional bodies, such as the Intergovernmental Authority on Development (IGAD) in Eastern Africa and the Southern Africa Development Community (SADC) in Southern Africa. Please refer to the ROSEA website for more information (www.unocha.org/rosea).

CERF is one of the most important and trusted humanitarian funding mechanisms. It has consistently provided fast and equitable funding, allocating since its inception in 2006 more than

\$6 billion to emergency relief efforts in more than 100 countries. CERF's objectives are to:

- Promote early action and response to reduce loss of life.
- Enhance response to time-critical requirements.
- Strengthen core elements of humanitarian response in underfunded crises.

CERF pools contributions from donors – mainly governments, but also, foundations, companies, charities and individuals – into a single fund with a \$450 million annual target. This money is set aside for immediate use at the onset of emergencies, in rapidly deteriorating situations and in protracted crises that fail to attract sufficient resources.

In emergencies, humanitarian organizations apply jointly for funding. Funds are immediately released if these proposals meet CERF's criteria, i.e. the needs are urgent and the proposed activities will save lives. With money available immediately, relief organizations can deliver food, safe drinking water, medical supplies and other life-saving aid faster and more efficiently.

The Under-Secretary-General for Humanitarian Affairs and the Emergency Relief Coordinator (ERC) manages CERF on behalf of the UN Secretary-General. The ERC is supported by the CERF secretariat, which is situated within the UN Office for the Coordination of Humanitarian Affairs.

The CERF secretariat (comprising about 25 people) is responsible for ensuring that the funds are allocated properly, disbursed in a timely manner, and that use of the funds is reported appropriately and transparently.

Please refer to the CERF website (<http://www.unocha.org/cerf>) for more information.

The CERF has in the past regularly had JPOs successfully working in the secretariat to great benefit of both the JPO and OCHA and the CERF secretariat.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-1-08 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de