

## United Nations JPO Programme



### TERMS OF REFERENCE 20P123

#### Junior Professional Officer (JPO)

##### 1. General Information

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Title: JPO in Humanitarian Affairs

Sector of Assignment: Humanitarian Affairs

Organization/Office: United Nations Office of Coordination and Humanitarian Affairs (UN OCHA)

Duty Station: Khartoum

[Non-Family Duty Station: yes  / no X]

Duration: 1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

##### 2. Supervision

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Title of Supervisor: Head of Coordination Team

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.

(1) Induction to the position by supervisor and colleagues in the office; (2) development of work plan, including travel and training, with incumbent, based on his/her background and expertise; and (3) regular evaluation of progress made and areas of improvement. Supervision of work will be overseen by Head of Coordination; guidance to be given by colleagues in the office

##### 3. Duties, Responsibilities and Output Expectations

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Within delegated authority, the JPO will be responsible for the following duties:

- In consultation with a senior Humanitarian Affairs Officer, assists in the design and preparation of



- studies on humanitarian, disaster, emergency relief and related issues and in various follow-up activities.
- Researches, analyzes and presents information gathered from diverse sources on assigned topics/issues.
  - Contributes to the preparation of various written documents, reports and communications, e.g. drafts sections of studies, background papers, policy guidelines, parliamentary documents etc.
  - Develops and maintains reference/resource information on specific topics or policy-related issues; responds to various inquiries and information requests internally and externally.
  - Assists in the production of appeals for international assistance; ensures the proper use and spending of donor contributions channeled through OCHA.
  - Assists in the organization of meetings, seminars, conferences, workshops, etc. in collaboration with other agencies and partners to facilitate exchanges of professional expertise and views on specific humanitarian-related subjects/issues; serves as reporter to such events.
  - Maintains awareness of current humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area, country or region concerned.
  - Participates in technical assistance, disaster assessment or other missions.
  - Participates in project programme formulation and mobilization of relevant resources.
  - Performs other duties as required.

#### 4. Qualifications and Experience

**Education:** Completed advanced university degree (Masters Degree) in political and/or social science, international relations, public administration, law, economics, engineering, earth sciences or related fields.

**Work experience:**

Two years of relevant professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development or other related areas.

**Languages:** Excellent spoken and written English required. Knowledge of Arabic is an added advantage.

**Other skills:** Computer skills.

Proven abilities in information analysis and strong English drafting abilities.

Ability to work with multi-cultural teams and international professionals.

Knowledge of international agencies' operations related to humanitarian assistance and familiarity with the UN system.

Ability to work with limited supervision and under stressful conditions.

**UN competencies:**

**Professionalism:** Advanced knowledge of the use of information management to improve the delivery of humanitarian assistance; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated UN response; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); very good knowledge of institutional mandates, politics and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UN system;

**Teamwork:** Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Planning and organizing:** Ability to coordinate the work of others, work to tight deadlines and other handle multiple concurrent projects/activities.

**Technology awareness:** Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, internet, etc

## 5. Learning Elements

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On completion of the assignment, the Associate Expert will have/be able to:

- Prepare appropriate, high quality information and analytical products for use by various entities within the UN system.
- Maintain a watching brief on relevant humanitarian information and convey pertinent facts on developments to decision makers within the UN system.
- Provide coordination support in disaster/emergency situations.
- Provide support for the Humanitarian Country Team contingency and disaster preparedness planning.
- Fully understand the OCHA mandate and areas of comparative advantage within the international humanitarian community.
- As part of the UN system, all UN staff are required to complete a list of mandatory training programmes.

## 6. Background Information

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OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to:

- Mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies.
- Advocate the rights of people in need.
- Promote preparedness and prevention.
- Facilitate sustainable solutions.

Operations and Advocacy Division (OAD) is OCHA 's operations hub. It oversees the management of all OCHA field offices and provides operational support to Resident Coordinators/Humanitarian Coordinators (RCs/HCs), OCHA offices and Humanitarian Country Teams (HCTs). OAD is responsible within OCHA for coordinating all country-level humanitarian strategies and emergency responses, and is the working-level interface with affected Member States, partner humanitarian organizations, Secretariat departments and donors on operational issues. Supported by geographic desks, the Humanitarian Coordination Support Section (HCSS), Humanitarian Leadership Support Unit (HLSU) and Humanitarian Coordinators Support Unit