



Junior Professional Officer (JPO) in Humanitarian Affairs at P2 level, Geneva

I. Overview

Through USAID's Office of U.S. Foreign Disaster Assistance (USAID/OFDA), the United States sponsors qualified U.S. citizens for employment in the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) the Junior Professional Officer (JPO) Program.

These fully funded JPO positions strengthen the humanitarian coordination capacity of UNOCHA. They further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions at UNOCHA, and in other international and non-governmental organizations.

II. General Information

Title: Associate Humanitarian Affairs Officer, P2

Organization/Office: Inter-Agency Standing Committee secretariat

Duty Station: Geneva, Switzerland

Date Required: As soon as possible

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

III. Supervision and Purpose of the job

This position is located in the Inter-Agency Standing Committee (IASC) secretariat in Geneva. The Associate Humanitarian Affairs Officer will report to the Chief of the IASC secretariat.

The IASC is the primary mechanism for inter-agency coordination of humanitarian action. It convenes to ensure coordination around policy issues related to humanitarian assistance and to formulate a coherent and timely response to humanitarian crises. It is a unique forum that bring together both UN and non-UN humanitarian partners.

The IASC was established in June 1992 in response to UN General Assembly Resolution 46/182 on the Strengthening of the coordination of humanitarian emergency assistance.

The IASC secretariat provides support to the IASC (i.e., the IASC Principals) and its subsidiary bodies (namely, the Deputies Forum, Emergency Directors Group, Operations, Policy and Advocacy Group and Results Group), by ensuring that decisions are acted upon and implementation is on track. It supports the work of the IASC, including by closely following up with IASC members and subsidiary bodies to ensure that IASC priorities are achieved and decisions are actioned. It plays a critical role in building synergies amongst the various IASC structures. It also promotes outreach and engagement with non-IASC members and Forums.

IV. Duties, Responsibilities, and Output Expectations

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results:

Information Management:

- Develop a dissemination strategy to make the body of IASC policy, guidelines, tools more easily accessible to an audience both within and outside of IASC system, especially at the field level;
- Oversight of the content of the IASC website in close consultation with the IASC secretariat and IASC members, to ensure that information is systematically updated and made available in a client-friendly way to the humanitarian community;
- Enhance and streamline communication between the IASC, IASC partners, the field, and key non-IASC members;
- Regular production and issuance of the IASC Newsletter;
- Ensure regular and systematic information flows between the various IASC structures (OPAG, EDG, RG, etc) to ensure improved and efficient implementation of workplan;
- Support efforts to enhance information management, including through the launch, development, and administration of new Client Relations Management software.

Outreach and Inclusivity

- Arrange thematic and context-specific briefings by senior UN and non-UN official to the IASC members and humanitarian community;
- Ensure regular, targeted and custom-tailored dissemination of critical information, policies and guidelines to humanitarian leaders on the ground;
- Conduct an analysis of opportunities to enhance engagement with non-IASC actors (particularly from the Global South) to better shape policies, humanitarian response and advocacy efforts; and contribute to the implementation of the recommendations.
- Strengthen engagement with member states, including donors, on IASC related issues;
- Support the development of a social media plan and contribute to its implementation.

Other Tasks

- Monitor and report on the implementation of the IASC decisions;
- Support in monitoring the progress in the implementation of the workplans of the various IASC Results Groups, by drafting/consolidating progress reports and identifying gaps, bringing them to the attention of the IASC secretariat;
- Support with the preparation of remarks and statements for engagement in various fora.
- Support regular reporting on the work of the IASC (including to OCHA's Annual Report and donor reporting)
- Supporting the IASC secretariat daily business and management

V. Qualifications and Experience

Education: Advanced university degree (Master's degree or equivalent) in humanitarian affairs, political science, business administration, communications, management, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: Between three and five years of progressively responsible experience in humanitarian affairs, project or program management, public information, event management, administration or related area. Knowledge of key inter-agency and intergovernmental processes, field and headquarter operations is required. Experience with IASC



processes, general organizational design, and reform projects, preferably with the UN Secretariat and or the UN system, is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another UN official language is an advantage.

UN Competencies:

- **Professionalism:** Strong analytical capacity, strong research skills, including ability to evaluate and synthesize information from a variety of sources.
- **Planning and Organizing:** Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines
- **Teamwork:** Very good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communications:** Exemplary communication (spoken and written) skills in English, including the ability to draft and edit a variety of written reports and communications and to articulate ideas in a clear, concise style.
- **Commitment to Continuous Learning:** Willingness to keep abreast of new developments in the field.

Other Skills: Knowledge of the institutions of the UN system, familiarity with humanitarian principles and practices and relevant experience at both UN headquarters and in UN field operations is desirable. Proven aptitude for representation, advocacy and liaison on a range of international policy issues is also a plus. Good computer skills required, preferable website software, etc.

VI. Application Instructions

The JPO Program selection process is carried out jointly by USAID/OFDA and the UNOCHA. You must be a U.S. Citizen to apply. To apply please send a completed UN Personal History Statement (PII) (see link below), a resume (CV) and a cover letter to JPOCoordinator@ofda.gov . Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple positions, please complete a Personal History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details

Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only.
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.



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OCHA United Nations Office
for the Coordination of
Humanitarian Affairs

- Please attach a cover letter to explain your interest in the position and interest in working with the UN.
- Application deadline: May 1st, 2019, 5:00 PM Eastern Time
- For more information please consult the Frequently Asked Questions–
www.ofdajobs.net/portal/files/forms/FAQ_JPO_OFDA92115.docx
- To apply please go to the OFDA job website: <http://www.ofdajobs.net/portal/jpo.aspx>
- Hyperlink to P I I: www.ofdajobs.net/portal/files/forms/P I I Form.doc