



## **Junior Professional Officer (JPO) at P2 level, Humanitarian Affairs Officer, New York, U.S.**

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### **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 Children's Fund (UNICEF) the Junior Professional Officer (JPO) Program.

These fully funded JPO positions strengthen the capacity of UNICEF country and regional offices dealing with humanitarian crises. 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 within UN System, and in other international and non-governmental organizations.

### **II. General Information**

Title: Humanitarian Affairs Officer (JPO)

Organization/Office: UNICEF Humanitarian Policy Section of the Office of Emergency Programmes (HPS/EMOPS)

Duty Station: New York City, New York (HQ)

Date Required: As soon as possible

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

### **III. Supervision and Purpose of the job**

Title of Supervisor: Humanitarian Policy Specialist (P-4)

The scope of the work of the JPO falls within the below broad results areas, and is framed by the overall objectives of HPS/EMOPS. Within these five results areas, the JPO will particularly contribute to the first and second result areas list below

- Development of policy/guidance on application of Humanitarian Principles and International legal and normative frameworks in humanitarian action, with a focus on Complex and High Threat Environments;
- Institutionalizing policy through Knowledge Management for Learning;
- Development of strategic policy guidance and research on emerging issues;
- Strengthening links between Humanitarian Policy and Programmes;
- Contributions to Inter-agency and Intergovernmental policies, including Humanitarian Reforms

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

Summary of key functions/accountabilities:

- Contribute to the overall implementation of the Humanitarian Policy Section work plan.
- Monitor and report on humanitarian developments in inter-governmental fora, in particular the Security Council, General Assembly and ECOSOC - around humanitarian policy and affairs issues related to Complex and High Threat Environments and broader aspects of humanitarian affairs and humanitarian protection. As requested, participate on behalf of and represent the concerns of UNICEF in inter-agency efforts in areas of humanitarian policy. Conduct the relevant research for contribution to the SG Reports, drawing from UNICEF field experiences.



- Provide research assistance (incl. field documentation) and support for the drafting of briefing notes and for the development and application of existing and emerging humanitarian policies and associated strategic guidance, such as on humanitarian principles and access, the UN Programme Criticality Framework, engagement with non- state entities, risk management and humanitarian advocacy
- Support the application of policies through contributing to the development of training, lessons learnt, best practice, performance benchmarking and evaluation. Contribute to the strengthening of EMOPS learning strategy on humanitarian issues
- Contribute to the design and organization of inter-agency meetings and conferences. As requested, attend meetings, or accompany others to meetings, and take minutes. Liaise with NGO partners, academic institutions and policy institutes humanitarian issues. Provide some limited basic administrative support to Humanitarian Policy Unit, such as photocopying, faxing, etc.
- Contributions to knowledge management for strengthened humanitarian action, track new external policy and evaluative works from selected key sources, drafting syntheses of these for web-based resources and other dissemination; develop dissemination materials on emerging policy guidance; contributing to general updating and further development of humanitarian policy web-based resources
- Undertake field missions in support to the above
- Other tasks as requested by the supervisor

#### Key End-Results Expected

- Specific tasks completed in relation to Humanitarian Policy Section workplan.
- Briefing notes compiled and shared. Inputs for SG Reports compiled.
- Contributions to development of strategic guidance prepared and shared.
- Contributions in the areas of training, documentation of lessons learnt, benchmarks and evaluation.
- Technical assistance provided, participation and contribution in meetings, briefings notes prepared, administrative duties undertaken.
- Lessons learned and good practice in humanitarian response accessed and shared; and internal policy guidance shared.
- Field missions in UNICEF program countries undertaken
- Substantive support on all other reports, communications, briefings, etc. not covered above.

#### V. Eligibility

- Education:** Advanced university degree in international relations, international law, social sciences, humanitarian assistance or related discipline. Knowledge of humanitarian law and human rights law (desirable).
- Experience:** Two years of relevant professional work experience at the national and/or international levels in programme/project development, planning, implementation, monitoring, evaluation or administration.



Developing country work experience or field work experience. Training/experience in emergency response management is highly desirable.

Languages: Fluency in English. Working knowledge of another UN language is an asset.

### Competency Profile

For details on competencies please refer to the “UNICEF Professional Competency” at [https://www.unicef.org/about/employ/files/UNICEF\\_Competencies.pdf](https://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf)

- *Core Values (Required):*
  - Commitment
  - Diversity and Inclusion
  - Integrity
- *Core Competencies (Required)*
  - Communication [ II ]
  - Working with People [ II ]
  - Drive for Results [ II ]
- *Functional Competencies (Required)*
  - Knowledge and understanding of humanitarian policy and related international law
  - Understanding, familiarity and interest in humanitarian crises and response
  - Familiarity of UN structures and mechanisms
  - Understanding of policy, advocacy and ability to think strategically
  - Strong writing skills in English
  - Strong analytical skills
  - Ability to take initiative and work independently
  - Flexibility and ability to adapt to changing requirements under short notice
  - Good knowledge of computer management and application

## VII. Background Information

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does – in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into actions. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life – in its social, political, economic, civic and cultural dimensions – her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens – addressing inequity – not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention of the Rights of the Child, while also supporting the equitable development of nations.

Together with its partners, UNICEF works in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.



In all of its work, UNICEF takes a life-cycle based approach, recognizing the particular importance of early childhood development and adolescence. UNICEF programmes focus on the most disadvantaged children, including those living in fragile contexts, those with disabilities, those who are affected by rapid urbanization and those affected by environmental degradation.

UNICEF has established a Junior Professional Officers Programme (the “JPO Programme”), which enables governments to fund Junior Professional Officer (“JPO”) posts at UNICEF so that young men and women from the government’s country can acquire field experience in international development co-operation activities, such as those of UNICEF, under the close supervision of senior UNICEF officials, while also contributing to the implementation of the programmes and activities of UNICEF through temporary service in UNICEF’s field offices. In exceptional circumstances, subject to UNICEF’s needs, UNICEF may offer experience in international development activities at its headquarters locations.

### **VIII. Application Instructions**

The JPO Program selection process is carried out jointly by USAID/OFDA and the UNICEF. 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](mailto:JPOCoordinator@ofda.gov). Please state which position you are applying for in the subject line of your email. If you wish to apply for both 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.
- Please attach a cover letter to explain your interest in the position and interest in working with the UN.
- Application deadline: October 5, 2018, 5:00 PM Eastern Time
- For more information please consult the Frequently Asked Questions–  
[www.ofdajobs.net/portal/files/forms/FAQ\\_JPO\\_OFDA92115.docx](http://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 PII: [www.ofdajobs.net/portal/files/forms/PIIForm.doc](http://www.ofdajobs.net/portal/files/forms/PIIForm.doc)