

United Nations JPO Programme



TERMS OF REFERENCE 21P114

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Humanitarian Affairs

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Humanitarian Affairs

Organization/Office:
United Nations / OCHA/ Regional Office for the Syria Crisis / Access and Analysis Unit

Duty Station:
Amman, Jordan

[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]

II. Supervision

Title of Supervisor:
Head of Access and Analysis Unit

Content and methodology of supervision:

(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 review of progress made and areas of improvement, weekly meetings with Supervisor. Supervision of work will be overseen by Head/Deputy Head of the office; guidance to be given by supervisor and colleagues in the office.

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

III. Duties, Responsibilities and Output Expectations

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



- Monitors, analyzes and reports on humanitarian developments, disaster relief/management or emergency situations in Syria.
- Organizes and prepares studies/analysis on humanitarian access, emergency relief and related issues.
- Organise and participate to the Syria Regional Access/Analysis Team to support scenario planning and access products. Follow up on action points and liaise with hubs as relevant.
- Drafts and prepares regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts.
- Prepares or contributes to the preparation of various written reports, documents and communications, e.g. drafts sections of studies, context and analysis briefs papers, policy guidelines, parliamentary documents, briefings, case studies, presentations, correspondence, etc.
- Reviews and provides advice on policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance.
- Provides substantial support to various stakeholders in the response (sectors, hubs) as required and facilitate exchange on cross cutting issues.
- Supports engagements with government officials, other UN agencies, non- governmental organizations, diplomatic missions as relevant on Access and Analysis related questions.
- Supports engagement with parties to armed conflict for the purposes of facilitating effective and principled humanitarian action as required.
- Supports engagement with Whole of Syria mechanisms, teams and systems related to access, humanitarian notifications
- Undertakes detailed analysis of conflict dynamics and their impact on civilians and on humanitarian operations, producing high quality reports and briefings
- Supports advocacy initiatives on issues impacting humanitarian needs and response efforts through the collection of information, liaison with humanitarian partners, government officials, the media, etc.
- Organizes and participates in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Performs other duties as required.

IV. 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 is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

Two years of relevant professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development or other related areas is required. Knowledge of international agencies' operations related to humanitarian assistance and familiarity with the UN system is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, excellent spoken and written English is required. Knowledge of Arabic is desirable.

Other skills:

Computer literacy.

Proven abilities in analysis and strong English drafting abilities.

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

Ability to work with limited supervision and under stressful conditions.

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 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 and understand main Access challenges/dynamics in Syria
- 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.

VI. Background Information

OCHA is the part of the United Nations Secretariat responsible for coordinating 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.

The position is in the Regional Office for the Syria Crisis located in Amman, Jordan. The primary mandate of the Office is to support the Whole of Syria crisis. The position is in the Access and Analysis Unit (AAU) which provides access analysis and leads on planning scenarios from a whole of Syria perspective, includes the Humanitarian Notification Team (HNT) which notifies movements and static sites to the parties to the conflict and supports civil-military coordination efforts with parties to the conflict. There are four professional staff in the AAU,



two international staff and two national staff.