


<h1>Vacancy announcement</h1>		
UN JPO Programme		
<i>JPO in Humanitarian Affairs</i>		
<i>United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), Regional Office for West and Central Africa</i>		Closing date 24 February 2019, 6pm EST
<u>Vacancy Announcement 18P227</u>		
I General information		
Title:	JPO in Humanitarian Affairs	
Sector of Assignment:	Humanitarian Affairs	
Country:	Senegal	
Location (City):	Dakar	
Agency:	United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), Regional Office for West and Central Africa	
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years	
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience	
<p>Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates from developing Countries (i.e. least developed countries).</p> <p>Candidates <u>MUST BE NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:</u> http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf</p> <p>For general information on the Dutch JPO Programme and additional conditions see the website of the Dutch Nedworc Foundation: http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm</p> <p>Please read the criteria and FAQ section carefully before applying.</p>		
II Duties, responsibilities and Output Expectations		
General: To support the work of OCHA's Regional Office for West and Central Africa		
Within delegated authority, the JPO will be responsible for the following duties: <ul style="list-style-type: none"> • Provide substantial assistance in the implementation of inclusive, field-level humanitarian coordination, mechanisms, including liaison with relevant UN operational agencies, NGOs and local authorities; 		

- Assist in the preparation, implementation and monitoring of the Office's humanitarian work plan;
- Monitor, analyse and report on humanitarian developments, disaster relief/management or emergency situations in assigned area;
- Draft and prepare regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts;
- Monitor humanitarian risks to ensure that the various contingency plans are consistent and well-coordinated including availability of resources; support inter-agency contingency planning through;
- Provide substantial support to sector / cluster working groups as required and facilitate exchange on cross-cutting issues;
- Facilitate substantive linkages between emergency response, preparedness/prevention, rehabilitation and ongoing recovery programmes as well as with other related areas such as peace building, human rights, etc;
- Facilitate / participate in interagency assessment missions to build consensus on sector and geographic priorities;
- Partner with other humanitarian agencies to plan and evaluate humanitarian and emergency assistance programmes and help ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender related considerations;
- Organize and prepare studies on humanitarian, emergency relief and related issues;
- Ensure appropriate monitoring and reporting mechanisms; provide information and advice on a range of related issues;
- Review and provide advice on policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance;
- Undertake and provide support to technical assistance and other field missions, e.g. participate in field trips to undertake in-depth reviews of specific country work mechanism;
- Organize and participate in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters;
- Perform other duties as required.

III Training component: Learning elements and expectations

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

- Understand current issues and challenges affecting international humanitarian response operations
- Design and facilitate coordination activities for humanitarian partners (i.e. workshops, meetings with external partners) with the purpose of contingency planning, humanitarian response planning, etc.
- Use Inter-Agency Standing Committee tools to capture and share knowledge within the humanitarian community
- Analyze humanitarian practice and identify recommendations

The JPO training programme includes the following learning elements:

- Possibility to participate in the orientation programme for Junior Professional Officers in Turin scheduled to take place in September 2019.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values.

- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

Head of the Preparedness, Coordination and Response Unit

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.

Weekly meeting with the supervisor.

V Required Qualifications and Experience

Education:

Advanced university degree in in political science, social science, international studies, public administration, economics, engineering, earth sciences or a related field is required. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Part of the candidates' academic training **must have taken place in a developing country** that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

Working experience (incl. internships (50%) and volunteering (50%):

Two years minimum to maximum four years relevant working of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required, at the international level. Humanitarian experience in the field (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is required.

Languages:

French and English are the working languages of the United Nations Secretariat. For the position advertised, **fluency in both French and English** is required.

UN competencies:

PROFESSIONALISM: Knowledge of a range of humanitarian assistance, emergency relief and related humanitarian issues, including approaches and techniques to address difficult problems. Analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated UN response. Ability to identify issues and judgment in applying technical expertise to resolve a wide range of problems. Ability to conduct research, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights situation in assigned country/area. Ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery). Show pride in work and in achievements; demonstrate professional competence and mastery of subject matter; conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns; show persistence when faced with difficult problems or challenges; remain calm in

stressful situations. Take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

PLANNING and ORGANIZING: Develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allows for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently.

ACCOUNTABILITY: Take ownership of all responsibilities and honours commitments; deliver outputs for which one has responsibility within prescribed time, cost and quality standards; operate in compliance with organizational regulations and rules; support subordinates, provide oversight and takes responsibility for delegated assignments; take personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

CLIENT ORIENTATION: Able to identify clients' needs and match them to appropriate solutions; able to establish and maintain effective and productive partnerships with clients by gaining their trust and respect; capacity to keep clients informed of progress or setbacks in ongoing projects; able to monitor ongoing developments inside and outside the clients' environment to keep informed and anticipate potential problems.

VI Background information on Agency/Department/Section

This position is located in the Regional Office for West and Central Africa of the UN Office for the Coordination of Humanitarian Affairs (OCHA) in Dakar, Senegal, for OCHA ROWCA. Working within the Regional Office, the JPO reports to the Head of Office, OCHA ROWCA, or his/her designate.

ROWCA's Added Value to humanitarian response in the West and Central Africa Region

1) Response to emergencies and surge support

In the last 6-7 years, ROWCA has spent considerable resources and time to play its role in the first line of response to new emergencies – or sharply deteriorating ones, such as the Benin floods (2010), post-electoral crisis in Côte d'Ivoire (2010-2011), conflict in Mali (2012-2013), Ebola crisis in Liberia and Guinea (2014-2015) and North-East Nigeria (2016-2017). As an example of ROWCA's support, in 2015 during the Ebola crisis three ROWCA staff (P5, P4 and P3) were temporarily assigned to Guinea and Liberia for the entire year.

In 2017 ROWCA provided 720 days of staff deployment to support on-going crises in the region. Notably, 223 days were provided to Nigeria to support the scale-up of response operations, two staff supported the emergency response in Kasai, DRC for 86 days, and 195 days of support were provided in Burundi. The added value of ROWCA surge support is its proximity of the context and other regional surge mechanisms from UN agencies, such as UNICEF or WFP. The inter-agency regional emergency preparedness and response group (EPRWG) represents a valuable networking mechanism: surge staff members from different agencies or organisations often know each other before a crisis erupts. The success of the ROWCA surge supports depends heavily on ROWCA staff profiles. Their ability to be deployed in sometimes difficult contexts for extended periods of time, to adapt to unknown or previously unexperienced situations (e.g. Ebola or Boko Haram) and to fulfil 'multi-purpose' functions (such as inter-cluster coordination, advisory role to an RC/HC, CMCOORD, reporting, liaison with other humanitarian stakeholders) is critical to ensure a quality and consistent surge support.

2) Technical support to country teams, including operational preparedness

ROWCA preparedness work focuses on operational readiness to respond to emergencies. Its overall goal is to mitigate the impact of disasters and emergencies in West and Central Africa through adequate and harmonised emergency response preparedness initiatives, which involve governments, regional entities and humanitarian partners. It is based on the main principles of:

- Building strong country/context risk profiles and vulnerability diagnostics, which inform preparedness/response joint actions as well as resilience strategy in the region;

- Creating linkages between disaster preparedness and response, and the resilience and humanitarian agendas;
- Placing national disaster management agencies as the primary actor for preparedness and response, and articulating the role of the international communities as a key support in building national capacities for preparedness and response.
- Inter-agency operational readiness tools and frameworks, such as MIRA or ERP, have been adapted to reach not only IASC partners but also government entities.

3) Support to regional coordination mechanisms

ROWCA provides secretariat support for both the Regional Inter-Agency Standing Committee (IASC) group and Emergency Preparedness Working Group, with the aim of enhancing operational readiness and facilitating effective, timely decision making and information sharing among relevant humanitarian actors. ROWCA's role includes the organization and facilitation of group meetings (typically every two months), distribution of information (such as bi-monthly summaries of regional working group meetings), and maintenance of contact lists.

- Regional IASC: participants represent some 50 organizations (including UN, NGO, Red Cross/Red Crescent Movement, donors and government).
- EPWG: comprised of regional sector leads or co-leads representing 13 organizations, both UN and NGO.

VII How to apply

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Applications must be received no later than **24 February 2019, 6pm (Eastern Time UTC-5, New York USA)**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.