


<h1>Advertisement</h1>		
Associate Experts Programme		
Associate Expert in the IASC/ECHA Secretariat		
<i>United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), IASC-ECHA Secretariat</i>		
		Closing date 12 October 2014
<u>Vacancy Announcement INT-160-14-P002-01-V</u>		
I General information		
Title:	Associate Expert in in the IASC/ECHA Secretariat	
Sector of Assignment:	Humanitarian Affairs	
Country:	USA	
Location (City):	New York	
Agency:	United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), IASC-ECHA Secretariat	
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). Candidates should be nationals of developing countries that appear on the list of the following eligible countries for the Dutch JPO Programme: http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf</p> <p>For general information on the Dutch JPO Programme see the website of the Dutch Nedworc Foundation: http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash</p>		
II Duties, responsibilities and Output Expectations		
General: To support the work of OCHA's IASC-ECHA Secretariat in New York.		
<ol style="list-style-type: none"> 1. The Associate Expert will undertake the following duties: 2. Take primary responsibility for organizing ad hoc meetings of IASC Principals, meetings in which the Executive Heads of humanitarian organizations (UN and NGOs) discuss the best way to respond to current humanitarian emergencies. This includes drafting agenda, invitation, requests for talking points and background documents, summary record and action points. It also includes working with meetings services for the logistics of the meeting 		

(e.g. videoconferencing).

3. Liaise with the World Humanitarian Summit Secretariat. In particular the incumbent will support a coordinated IASC engagement with the WHS themes and regional consultations. S/he will help to channel communication from the IASC to the WHS and from the WHS to the IASC. S/he will suggest and organise teleconferences between IASC Task Teams and thematic groups when appropriate to promote convergence between the IASC and WHS processes. S/he will clarify what is expected from IASC organizations and alert them of opportunities to engage in the context of the WHS.
4. Attend meetings and communications of the Emergency Directors Group to gather information in preparation of the Principals meetings and send a read-out of key points to the IASC Secretariat (diverging views on specific issues, issues of relevance to other IASC bodies, upcoming events and processes).
5. Strengthen and systematically monitor the follow-up to the decisions and action points of the IASC. This includes liaising with subject experts to collect information on status of implementation of IASC decisions and preparing reports for the IASC.
6. Organize IASC special events. This includes cultivating a network of NGO and agency contacts and liaising with NY-based IASC organizations to identify speakers and topics that are highly relevant to the humanitarian agenda. Post information on these events on the IASC Facebook page "Friends of the IASC" on Facebook.
7. Attend and record meetings of IASC Task Teams and Reference Groups. The coverage of these groups is divided between the various staff members of the IASC Secretariat based on interest and expertise. Task Teams focus on protection, accountability to affected people, humanitarian financing, revitalizing principled humanitarian action, preparedness and resilience. Reference Groups on urban agenda, gender and mental health and psycho-social support.
8. Support the "communications and public information function of the IASC Secretariat". This includes drafting and forwarding messages according to the IASC Secretariat's Standard Operating procedures and OCHA style guide, as well as updating information material for public and internal use on the architecture, priorities, products and decisions of the IASC.
9. Monitor developments in the humanitarian field and IASC organizations, and upon request, draft talking points for the Emergency Relief Coordinator or Deputy Emergency Relief Coordinator's meetings with IASC organizations, Task Teams or Reference Groups.

III Training component: Learning elements and expectations

Throughout the assignment the Associate Expert will be exposed to discussions and decision making at the highest levels in the organization and will be able to:

- Write action oriented summary records and minutes of meetings
- Organise high-level inter-agency events
- Describe the key humanitarian policy and operational issues in current emergencies
- Understand the mandates of IASC organizations and other UN entities.
- Understand the different elements of inter-agency coordination
- Establish a monitoring system to track follow-up to decisions
- Advise operational colleagues on how to formulate issues for senior level discussions.
- Establish working relationships and partnerships with colleagues from 18 organizations listed below.

The AE/JPO training programme includes the following learning elements:

- On-arrival briefing for Associate Experts based in New York
- 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 IASC/ECHA Secretariat in OCHA, NY

Content and methodology of supervision

The incumbent will be requested to prepare a personal work plan under the United Nations Performance Appraisal System, the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The performance evaluation procedure encompasses detailed work plan, as well as the on-going evaluation that includes mid-year and end-of-the-year review. In addition, regular meetings and performance discussion will take place.

V Required Qualifications and Experience

Education:

Advanced university degree preferably in humanitarian affairs, political science, sociology, international relations, management, communications, public administration, economics, law or other relevant field.

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.pdf>

Working experience (incl. internships and volunteering):

At least two years and a maximum of 4 years of professional experience in humanitarian affairs, management consulting, public information, gender issues, emergency management, rehabilitation and development, international policy and advocacy, event management, or other related area is required.

Languages :

English and French are the working languages of the United Nations Secretariat. Excellent oral and written English is essential to this position. French is desirable.

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.

UN competencies:

Professionalism: Strong analytical capacity, strong research skills, including ability to evaluate and synthesize information from a variety of sources.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field.

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.

Planning and Organizing: Ability to plan own work, manage conflicting priorities and work under

pressure of tight and conflicting deadlines.

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

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.

VI Background information on Agency/Department/Section

The Inter-Agency Standing Committee (IASC) was established in 1992 in response to General Assembly resolution 46/182 calling for strengthened coordination of humanitarian assistance. The IASC is a unique inter-agency forum for humanitarian dialogue and decision making that brings together a range of UN and non-UN humanitarian partners. Through interaction among main humanitarian actors, the IASC ensures greater coherence among the humanitarian community.

The IASC is composed as follows:

Full members	Standing Invitees
<ul style="list-style-type: none">o United Nations Children’s Fund (UNICEF)o United Nations Development Programme (UNDP)o United Nations Fund for Population Activities (UNFPA)o United Nations High Commissioner for Refugees (UNHCR)o United Nations Human Settlements Programme (UN-HABITAT)o World Food Programme (WFP)o Food and Agriculture Organization (FAO)o World Health Organization (WHO)o Office for the Coordination of Humanitarian Affairs (OCHA)	<ul style="list-style-type: none">o Office of the High Commissioner for Human Rights (OHCHR)o Office of the RSG on the Human Rights of IDPso International Organisation for Migration (IOM)o World Banko International Committee of the Red Cross (ICRC)o International Federation of the Red Cross (IFRC)o American Council for Voluntary International Action (InterAction, more than 160 members)o International Council of Voluntary Agencies (ICVA, 75 members)o Steering Committee for Humanitarian Response (SCHR, 8 large non-governmental organizations)

IASC Task Teams have been established to work on the five IASC priorities:

- protection in humanitarian crises,
- humanitarian financing,
- revitalizing principled humanitarian action,
- preparedness and resilience,
- accountability to affected people including protection from sexual abuse and exploitation.

There are also IASC reference groups (communities of practice) on three topics: gender, urban emergencies, mental health and psycho-social support.

The Executive Committee on Humanitarian Affairs (ECHA) is one of the four Committees created by the Secretary-General in the framework of the UN reform in 1992 with the aim of enhancing the coordination between different departments of the UN in support of the humanitarian agenda. Contrary to the IASC, there are no NGOs in ECHA. The USG has not convened ECHA in 2013 and focused on implementing the transformative agenda with IASC partners.

More information about the IASC and the Transformative Agenda can be found at <http://www.humanitarianinfo.org/iasc>

VII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the VA Number in the subject heading of the e-mail to tcrecruit@un.org

Applications must include a letter of motivation and the United Nations Personal History Statement. This form can be downloaded from <http://esa.un.org/techcoop/associateexperts/index.html>

Applications must be received no later than **12 October 2014**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. **Only short-listed candidates will be contacted thereafter.**