

# Advertisement

Associate Experts Programme

## ***Associate Expert in Programme Management***

*United Nations Secretariat,  
Office for the Coordination of  
Humanitarian Affairs (OCHA),  
Strategic Planning, Evaluation and  
Guidance Section*



***Closing date  
12 October 2014***

### **Vacancy Announcement INT-160-14-P070-01-V**

#### **I General information**

<b>Title:</b>	Associate Expert in Programme Management
<b>Sector of Assignment:</b>	Humanitarian Affairs
<b>Country:</b>	USA
<b>Location (City):</b>	New York
<b>Agency:</b>	United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), Strategic Planning, Evaluation and Guidance Section
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**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>

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>

#### **II Duties, responsibilities and Output Expectations**

**General:** To support the work of OCHA's Strategic Planning, Evaluation and Guidance Section.

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

- Support OCHA's strategic engagement with the UN's oversight bodies: the Office for Internal

Oversight Services (OIOS), the Board of Auditors (BOA) and the Joint Inspection Unit (JIU) and support efforts to strengthen OCHA's efforts to improve implementation of audit and evaluation recommendations, particularly through their integration into OCHA's strategic and annual work planning process; and for analysing identified risks and mitigation strategies.

- Contribute to the development of management response plans and other documentation to assist senior management with prioritization of evaluation findings.
- Tracks implementation of recommendations from oversight and other evaluation recommendations through a tracking database and prepare regular reports.
- Prepare regular reports to support OCHA's annual work planning process and to contribute to organizational learning and development.
- Contribute to policy and guidance development on OCHA's work with the oversight bodies, evaluations, enterprise risk management, and other related areas.
- Support the design and implementation of annual strategies and performance indicators working with key OCHA staff in HQ and field offices.
- Support the development and implementation of monitoring frameworks for annual plans.
- Assist in the preparation of briefings to senior management on strategic planning, reporting and monitoring.
- Assist in advising branch chiefs, section chiefs and Heads of Field Offices on performance/results monitoring and reporting.
- Contribute to development of OCHA's end of year reporting.
- Performs other duties as required.

### **III Training component: Learning elements and expectations**

On completion of the assignment, the Associate Expert will have/be able to...

- Apply UN and OCHA standards in results-based management.
- Draft project guidance on planning, monitoring and reporting.
- Communicate clearly on strategic priorities with the international humanitarian system.
- Work within a team to meet tight deadlines and deliver high quality publications.

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:**

Chief, Strategic Planning, Evaluation and Guidance Section

#### **Content and methodology of supervision**

The incumbent will work directly with the Chief of SPEGS. An annual workplan will be jointly prepared with stated goals and objectives. A mid-term review will allow for revisions of the workplan, if necessary. The supervisor will have quarterly feedback meetings with the incumbent to discuss progress on the workplan. In addition the incumbent will participate in Unit/Team/Office weekly meetings.

The JPO will have opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities. The supervisor will take an overall interest in the JPO's development and provide encouragement and advice on how the JPO can realize his/her potential. The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the Associate Expert's performance.

## V Required Qualifications and Experience

### Education:

Master's degree or equivalent in business administration, management, international relations or a related field. A first level university degree with a relevant combination of academic qualifications and 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.pdf>

### Working experience (incl. internships and volunteering):

A minimum of two years and a maximum of 4 years of progressively experience in project/programme management, implementation, result-based management, monitoring and reporting, ideally in the field of humanitarian assistance. Experience with the development and management of strategic planning processes desired. Experience working with international organisations an advantage.

### Languages :

Fluency in English (both oral and written) is required. Working knowledge of French is desirable. Knowledge of another UN official language is an advantage.

### Other skills:

Strong working knowledge of MS Office applications.

### UN competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to results-based planning and monitoring; demonstrated ability to identify core issues to perform planning, monitoring and advisory functions. Good understanding of humanitarian assistance. Ability to perform in a stressful and demanding working environment. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and 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.

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.

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 audience; demonstrates openness in sharing information and keeping people informed.

## **VI Background information on Agency/Department/Section**

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response effort.

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 Strategic Planning, Guidance and Evaluation Section (SPEGS) reports directly to the Assistant Secretary General for Humanitarian Affairs.

- The Section is tasked with managing and facilitating OCHA's internal prioritization and result-based management processes. SPEGS's main responsibility is to set the strategic direction for the Organization through the development, coordination and implementation of the quadrennial strategic plan. It also reports on the organization performance in achieving the results that it set for itself. The section has an important working relationship with nearly all departmental divisions in HQ and in the field.
- As the implementation of results-based management processes continue to expand, the Associate Expert will be part of a dynamic atmosphere, allowing for creativity and initiative.

## **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](mailto: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.**