

# Advertisement



Associate Experts (JPO) Programme

## **Associate Humanitarian Affairs Officer**

*United Nations Secretariat,  
Office for the Coordination of  
Humanitarian Affairs (OCHA),  
Myanmar Sub Office*

**Closing date**  
**07 June 2015**

### **Vacancy Announcement MYA-160-14-076-01-V**

#### **I General information**

<b>Title:</b>	Associate Humanitarian Affairs Officer
<b>Sector of Assignment:</b>	Humanitarian Affairs
<b>Country:</b>	Myanmar
<b>Location (City):</b>	Sittwe
<b>Agency:</b>	United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), Myanmar Sub Office
<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 **MUST 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%20developing%20countries%20-%202015.pdf>

For general information on the Dutch JPO Programme and additional conditions see the website of the Dutch Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

The selected candidate is expected to start the assignment in **September 2015**.

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

**General:** To support the work of OCHA's Myanmar Sub-Office

The incumbent will be expected to contribute to the overall work of the OCHA office, including facilitating and coordinating humanitarian response, missions to field locations, contingency planning exercises, monitoring and information gathering/analysis for advocacy and information products.

More specifically, the incumbent is expected to assume the following duties and responsibilities:

1. Research, analyze and present information gathered from diverse sources on assigned issues.
2. Contribute to the preparation of various written documents, e.g. drafts sections of studies, background papers, policy guidelines, correspondences and presentations, as required.
3. Assist in the production of appeals and resource mobilization for international humanitarian assistance.
4. Support the team lead in the Sittwe Sub Office to carry out OCHAs core coordination activities including convening meetings, providing technical assistance on field missions, supporting disaster assessment and other activities.
5. Contribute, in cooperation with other country office staff, to strengthening natural disaster and emergency response preparedness and capacity of the Government, Area Humanitarian Country Team, NGOs and humanitarian partners. This will include participating in and/or helping to prepare for technical assistance activities (e.g. contingency planning and simulation exercises, and other training events).
6. Assist in the organization of meetings, conferences, workshops and other coordination and advocacy events. Attend and prepare detailed reports on meetings of relevance to OCHA. Prepare for and accompany visiting UN and donor missions.
7. Perform other duties, as required.

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

On completion of the assignment, the Associate Expert 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 the Humanitarian Country Team contingency and disaster preparedness planning.
- Fully understand the OCHA mandate and areas of comparative advantage within the international humanitarian community.

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

- Possibility to participate in the orientation programme for Junior Professional Officers and Associate Experts in Turin scheduled to take place in September 2015.
- On-arrival briefing for Associate Experts based in Myanmar.
- 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 Sub Office

**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 evaluation of progress made and areas of improvement. Supervision of work will be overseen by Head/Deputy Head of the office; guidance to be given by colleagues in the office. Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of

the Associate Expert's performance.

## V Required 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. 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%20developing%20countries%20-%202015.pdf>

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

A minimum of 2 years and a maximum of 4 years of relevant working experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, monitoring and evaluations or other related areas.

### Languages :

Excellent spoken and written English required. Knowledge of additional regional languages is an asset.

### Other skills:

Proven abilities in information analysis and strong English drafting abilities. Knowledge of international agencies' operations related to humanitarian assistance and familiarity with the UN system. Able to travel and live in complex environment. Ability to work with limited supervision and under stressful conditions.

### UN competencies:

**Professionalism** - Advanced knowledge of the use of information management to improve the delivery of humanitarian assistance; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated UN response; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); very good knowledge of institutional mandates, politics and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UN system;

**Teamwork** - Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Planning and organizing** - Ability to coordinate the work of others, work to tight deadlines and other handle multiple concurrent projects/activities.

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

## 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'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.

OCHA's country office in Myanmar was established on 2008 to respond to cyclone Nargis. The overall aim of the office is assist humanitarian action undertaken by the Humanitarian Country Team, which comprises UN agencies, international non-governmental organizations, and observers (i.e. Red Cross Red Crescent Movement, donors). OCHA Myanmar has three sub-offices – one in Rakhine in Sittwe and two in Kachin located in Myitkyina and Bhamo.

## **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 **07 June 2015**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

**Only short-listed candidates will be contacted thereafter.**