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| <h1>Advertisement</h1>   |  |  |
| Associate Experts (JPO) Programme  |  |  |
| <b><i>Associate Humanitarian<br/>Financing Officer</i></b>   |  |  |
| <i>United Nations Secretariat,<br/>Office for the Coordination of<br/>Humanitarian Affairs (OCHA),<br/>Sudan Country Office</i>  |  | <b>Closing date</b><br><b>07 June 2015</b>   |
| <b>Vacancy Announcement SUD-160-14-P-079-01-V</b>  |  |  |
| <b>I General information</b>   |  |  |
| <b>Title:</b>  | Associate Humanitarian Financing Officer   |  |
| <b>Sector of Assignment:</b>   | Humanitarian Affairs   |  |
| <b>Country:</b>  | Sudan  |  |
| <b>Location (City):</b>  | Khartoum   |  |
| <b>Agency:</b>   | United Nations Secretariat,<br>Office for the Coordination of Humanitarian Affairs (OCHA),<br>Sudan Country 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      |  |
| <p><b>Note:</b> This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed <b>exclusively to Dutch candidates</b>. Candidates <b>MUST BE NATIONALS OF THE NETHERLANDS TO APPLY</b>. For general information on the Dutch JPO Programme see the website of the Dutch Nedworc Foundation: <a href="http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash">http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&amp;hoofdhash</a></p> <p><b>Please read the criteria and conditions before considering applying.</b></p> <p>The selected candidate is expected to start the assignment in <b>September 2015</b>.</p>   |  |  |
| <b>II Duties, responsibilities and Output Expectations</b>   |  |  |
| <b>General:</b> To support the work of OCHA's Sudan Country Office   |  |  |
| <b>Common Humanitarian Fund - Allocations</b>  |  |  |
| <ul style="list-style-type: none"> <li>• Participates in the standard allocation process of the Common Humanitarian Fund (CHF) in accordance with situational/sectoral priorities. Includes the provision of guidance and support to sector/cluster leads and partners on CHF practices and procedures generally and as a focal point during the sector technical reviews (2-3 sectors).</li> <li>• Processes CHF allocation submissions in sector batches per first and second rounds annually (January and June respectively), ensuring quality control and adherence to policy guidance and CHF procedures. Includes providing feed back and follow up with fund recipients and sector/cluster leads.</li> <li>• Ensures timely submission of complete and accurate allocation request documentation to the Humanitarian Coordinator for approval and signature as well as follow up with his/her office and the UNDP Financial Management Unit to support timely fund disbursements</li> </ul> |  |  |

- Reviews CHF reserve proposals, undertaking due diligence to ensure appropriate criteria is met and quality control. Provides feedback to partners with timely follow up. Advises the head of section accordingly and facilitates an expedited approval and disbursement process.

#### **Common Humanitarian Fund – Accountability and Risk Management**

- Develops, maintains and oversees an accountability framework for the CHF including accountability to both beneficiaries and donors;
- Finalizes, maintains and oversees the risk management framework for the CHF;
- Develops a results framework for the CHF allocation together with sector leads, including the production of standard indicators;
- Coordinates in-country evaluations of the CHF;
- Oversees the Interim and Annual report for the CHF including drafting of key sections;

#### **Humanitarian Financing General**

- Assists in the provision of secretariat services to the CHF Advisory Group, including organizing and supporting CHF AG meetings, prepares minutes, etc.
- Assists in the provision of secretariat services to the CHF Advisory Group, including organizing and supporting CHF AG meetings, prepares minutes, etc.
- Contributes substantively to the ongoing development and improvement of CHF policies, guidelines and procedures.
- Carries out other assignments as requested.
- Participates in CHF monitoring missions to the field and oversee follow up;
- Supports on CERF allocations, reporting and monitoring;
- Supports on donor relations, resource mobilization and reporting;

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

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

- Understand the strategic planning processes leading to the articulation of urgent humanitarian funding priorities
- Understand and appreciate the complexity of the humanitarian financing role and responsibilities of Humanitarian Coordinators
- Understand and be able to apply humanitarian fund management principles, practices and procedures
- Understand and articulate key humanitarian coordination issues
- Understand the different viewpoints of humanitarian agencies with regard to coordination and funding priorities
- Contribute substantive content to a web site that is relevant to senior-level officials in communicating the use of the Common Humanitarian Fund
- Liaise and interact with a variety of interlocutors (humanitarian agency staff including cluster / sector leads, international and national NGOs and Donors primarily at the field level)

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 in scheduled to take place in September 2015.
- On-arrival briefing in Khartoum.
- 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:**

OiC, Humanitarian Financing Section  
OCHA, Khartoum Sudan

### **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. Detail supervision of day-to-day work will be provided by the Humanitarian Finance Officer, P4, and the overall direction of the Head of the Humanitarian Financing Section. 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:**

Advanced University degree (Master's Degree or equivalent) in political and/or social science, international relations, public administration, law, economics, engineering, earth sciences or related fields.

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

Preferably a minimum of 2 years and a maximum of 4 years of relevant experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development 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. Ability to work with multi-cultural teams and international professionals. Knowledge of international agencies' operations related to humanitarian assistance and familiarity with the UN system. Availability for extensive travel. Ability to work with limited supervision and under stressful conditions. Experience of project cycle management, including risk management, desirable. Computer literacy.

**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.

The Common Humanitarian Fund was established in Sudan in 2006 and allocates about US \$ 40 to 80 million annually to humanitarian projects across the country. It was established to support the timely allocation and disbursement of donor resources to the most critical humanitarian needs in Sudan under the direction of the Humanitarian Coordinator. It ensures the provision of more predictable, timely and effective assistance and strengthens humanitarian leadership and coordination. The CHF is also in line with the principles of Good Humanitarian Donorship including: flexibility, timeliness and needs based approach.

The Humanitarian Financing team works in four main areas: (a) managing the day to day CHF allocation process in support of the HC, including to ensure transparency, inclusiveness and accountability with humanitarian partners in the selection and recommendation of funding priorities to the HC; (b) providing secretariat services to the CHF Advisory Group and Working Group in support of the HC; (c) donor relations and resource mobilization with CHF and bilateral donors to strengthen humanitarian financing across Sudan (d) support to humanitarian partners in formulating CERF requests and liaison with OCHA CERF HQ in New York

The team is a highly dynamic, motivated and culturally diverse group. It is located in Khartoum and reports to the Humanitarian Coordinator through the OCHA Head of Office in Sudan. The team works in a key emerging pillar of OCHA mandate in resource mobilization and manages the largest humanitarian pooled fund globally. OCHA Sudan has been a leader and innovator in the development of standard pooled fund policies and guidance.

## **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.**