


Vacancy announcement		
UN JPO Programme		
<i>JPO in Humanitarian Affairs (Training and Partnerships)</i>		
<i>United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), Emergency Services Branch, Field Coordination Support Section</i>		Closing Date 14 August 2017
<u>Vacancy Announcement INT-160-17-P003</u>		
I General information		
Title:	JPO in Humanitarian Affairs (Training and Partnerships)	
Sector of Assignment:	Humanitarian Affairs, Emergency Response/Training and Partnerships	
Country:	Switzerland	
Location (City):	Geneva	
Agency:	United Nations Secretariat, Office for the Coordination of Humanitarian Affairs (OCHA), Emergency Services Branch (ESB), Field Coordination Support Section (FCSS)	
Duration of Assignment:	Initially a one year fixed-term appointment, 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 <u>MUST BE NATIONALS OF A DEVELOPING COUNTRY THAT APPEARS ON THE FOLLOWING LIST</u> of 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&hofdhash Please read the criteria and FAQ section carefully before applying.</p>		
II Duties, responsibilities and Output Expectations		
General		
The objective of this JPO post is to support the work of OCHA's Emergency Services Branch / Field Coordination Support Section.		

Within the limits of delegated authority, the Associate Humanitarian Affairs Officer will be responsible for the following duties:

- Assist in reviewing/strengthening FCSS training packages specifically related to the UNDAC system: Induction Training, Consolidation Training and other technical trainings/events in UNDAC geographic regions.
- In dialogue with the various technical specialists in OCHA and with partners, ensure materials and training tools are kept current, conform to OCHA standards and are readily available for course facilitators
- Accompany the Supervisor or Chief of Section to meetings to support and/or take notes of the discussion
- Assist in ensuring alignment between FCSS training and training provided by other Branches/Divisions of OCHA as well as OCHA's operational partners (e.g. European Union, IFRC OFDA, etc)
- Oversee, or provide support, of a geographic region within FCSS and ensure information exchange and partnership with other operational elements of the organization engaged in direct field support (i.e. the Coordination Response Division)
- Provide support to UNDAC regional focal points in the deployment of UNDAC teams, including the pre-mission preparedness (information, equipment) during the mission monitoring and information dissemination. Ensure follow up on issues post mission as well as direct participation in any After Action Review exercises.
- When required additional tasks may be requested.

III Training component: Learning elements and expectations

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

- Develop skills in preparing and delivering training
- Develop a keen understanding of the international response environment
- Develop and understanding of OCHA's operational support partners and their role in response
- Prepare international technical meetings/workshops for a broad audience
- Formulate project documents related to the development of UNDAC Guidelines and Methodology
- Develop a global perspective on international relations and engagement approaches for different stakeholders
- Manage and maintain close relationships with a wide range of partners and networks around the world

The JPO Programme includes the following learning elements:

- On-arrival briefing in Geneva, Switzerland
- Possibility to participate in an orientation programme for Junior Professional Officers at United Nations System Staff College
- 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 of Section

Content and methodology of supervision

Direct guidance by the Supervisor and placed within a team that can provide direct support and mentorship.

Establishment of a Work Plan: During the first month of the assignment, the 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.

V Required Qualifications and Experience

Education:

Advanced university degree in Development, Humanitarian Affairs, Human Rights, Disaster Management or another related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Working experience:

Minimum 2 to maximum 4 years of relevant working experience humanitarian affairs, human rights, development, disaster management or related areas. Internships and voluntary work may be considered at 50% if deemed relevant.

Languages:

Excellent written and spoken English; other UN languages an asset

Key competencies:

Professionalism: Knowledge and understanding of humanitarian, emergency relief assistance and related human rights issues; good research, analytical and problem-solving skills, including an ability to identify and participate in the resolution of issues/problems; familiarity with and experience in the use of various research sources, including electronic sources and the internet, intranet and other databases; ability to apply good judgement in the context of assignments given; ability to work under pressure, on occasion in a highly stressful environment (e.g. natural disaster)

Commitment to continuous learning: Willingness to keep abreast of new developments in the field

Communication: Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports

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

Technological Awareness: Fully proficient computer skills and use of relevant software and other applications (e.g. Word, Excel, Internet, etc)

Teamwork: 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 mission of OCHA's Emergency Services Branch (ESB) is to prepare, strengthen and support the United Nations, governments and humanitarian partners with tools and guidance they need to respond to major emergencies and disasters in order to better serve affected communities. As part of the United Nations Office for the Coordination of Humanitarian Affairs, ESB plays a crucial role in the planning and implementation of humanitarian operations.

The Field Coordination Support Section as a core component of ESB and provides three critical, operational support services.

(1) It oversees and manages the UNDAC team, a global network of rapid response experts who can deploy on request, globally within 12-48 hours of an emergency

(2) It acts as the Secretariat of the International Search and Rescue Advisory Group (INSARAG). INSARAG is a partnership of 46 international Urban Search and Rescue teams who adhere to common methodology and guidelines to strengthen coordination of first response for international USAR teams.

(3) FCSS oversees OCHA's operational support partnerships; these partners act as 'force multipliers' for OCHA and, more specifically, UNDAC teams, when deployed in emergencies through the provision of material assets and personnel.

VII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the Number of the Vacancy announcement 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 <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Please do NOT attach any other documents to your application.

Applications must be received no later than COB **14 August 2017**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter for further assessment.

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