

Job Description

Job Title: Junior Professional Officer (JPO)- Emergency Preparedness and Humanitarian Response- ICS-8/ ICS-9, Latin America and the Caribbean Regional Office – LACRO, Panama City, Panama

Job ID: 1569

Location: Latin America and Caribbean

Full/Part Time: Full-Time

Regular/Temporary: Regular



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Background Information

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for university graduates who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

This JPO position, funded by the Netherlands, is available in the UNFPA Latin American and the Caribbean Regional Office (LACRO) in Panama City, Panama. We invite applicants who have Dutch nationality or permanent residence status in the Netherlands; or applicants who have the nationality of another EU Member State. For minimum qualification requirements, please consult the website of the Dutch Ministry of Foreign Affairs (http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme).

COUNTRY BACKGROUND INFORMATION

The UNFPA Latin America and the Caribbean Office (LACRO) provides programme, technical and administrative support to UNFPA Country Offices with the overall aim of improving support to countries to address a coordinated and comprehensive response to population, gender and data issues. Based on its mandate and responsibility for implementing the ICPD PoA, its commitment to implementing Security Council resolutions 1308, 1325  and 1820  and other relevant conventions, UNFPA is committed to intensifying its work with local, national, regional and global partners to ensure the effective integration of ICPD concerns into emergency preparedness, humanitarian and recovery planning and programming. Within the framework of UNFPA's Strategic Plan 2008-2013 and the Regional Programme of Latin America and the Caribbean, UNFPA LACRO, in close collaboration with its Country Offices and the Humanitarian Response Branch (HRB) based in New York, has developed a Regional Strategy on Emergency Preparedness and Humanitarian Response, which seeks to give direction to UNFPA humanitarian interventions in the region, and to achieve a progressive understanding and integration of ICPD issues in humanitarian activities at the national, sub-regional and regional levels. The development of the Regional Strategy partly responds to the increased participation of UNFPA in humanitarian activities in Latin America and the Caribbean. Over the past 3 years UNFPA has expanded its involvement in the humanitarian field at the global, regional, national and local levels, and continues to do so. Demands and expectations are increasing both from within the agency, from Country Offices, and from partners and the general public. In addition to the provision of direct emergency field response, this work includes production of advocacy materials, presentations for donors and other audiences, proposals for funding, training materials, and numerous other information manuals, booklets and reports. The new location of the LAC Regional Office in Panama presents a unique opportunity to strengthen support to COs, and ultimately the integration of the ICPD PoA into humanitarian issues. REDLAC is a very active forum with annual work-plans and regular meetings, where UNFPA has a strong role to play in order to ensure the integration of gender issues in a crosscutting manner, as well as the consideration of reproductive health and population issues in humanitarian activities. Also present in Panama are numerous UN agencies, NGOs and organizations such as the IFRC and IOM, with whom UNFPA has already signed cooperation agreements at the global level, or who are new potential partners for working in emergencies in the LAC Region.

Organizational Setting

The JPO will be under the Overall guidance of the LACRO Regional Director and/or UNFPA Deputy Director and the immediate supervision and guidance of the LACRO's Programme Specialist in charge of Emergency Preparedness and Humanitarian. The JPO Focal Point at the UNFPA Headquarters will be advising the JPO for career development and administrative related issues.

Content and Methodology of Supervision:

Provide job-related guidance in a timely, constructive and appropriate manner.

Explain the functions and what is required of the JPO's position and how it relates to the overall mandate of UNFPA.

Provide the necessary information, rules, equipment and other tools for the job to be done well.

Provide the JPO with 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.

To take an overall interest in the development and provide encouragement and advice on how the JPO can realize his/her potential.

To consult and provide opportunities for the JPO to express his/her views on work-related matters.

Main Tasks & Responsibilities

Under the overall supervision of the LACRO Regional Director and/or UNFPA Deputy Director, and immediate supervision and guidance from the LACRO's Programme Specialist in charge of Emergency Preparedness and Humanitarian response, the JPO - Humanitarian Officer will ensure effective coordination of UNFPA humanitarian support to Country Offices (COs) in the Region, always in close coordination with UNFPA Humanitarian Response Branch (HRB) in New York, as well as the Humanitarian Regional Partners through the Risk, Emergency and Disasters Task Force for Latin America and the Caribbean (REDLAC).

- The focus of the humanitarian and emergency support will be in accordance with the role of UNFPA in the Humanitarian Reform, mainly in the areas of reproductive health, including HIV prevention, gender mainstreaming, prevention and care for gender-based violence, including sexual violence; as well as population data in crises, aging and young people.
- In close collaboration and under the direct guidance of the Programme Specialist, the JPO will serve as focal point among key regional, sub-regional and national partners, including Government institutions, NGOs, UN and non-UN humanitarian partners, liaising with UNFPA COs and global level.
- The incumbent, as necessary, must have the ability to travel to emergency places within the region in order to provide adequate and timely support to COs in their emergency preparedness and humanitarian response efforts.
- More specifically, the JPO will perform the following duties:
 - Participate in emergency and humanitarian meetings/forums that discuss and agree on interagency coordination and policy development that involve key UN and non-UN humanitarian partners, particularly REDLAC and its relevant working groups;
 - Build partnerships for channeling resources and UNFPA assistance through relevant agencies and organizations that deliver emergency relief programmes. These include, among others, United Nations organizations, such as UNDP/BCPR, UNHCR, UNICEF, WFP, and PAHO, as well as donors and international NGOs.
 - Participate actively in the emergency preparedness through REDLAC and in the provision of technical support to COs in contingency planning and other activities for emergency preparedness to ensure incorporation of ICPD priority issues,
 - Enhance UNFPA's participation through liaising with HRB and COs in the development of Central Emergency Response Fund projects (CERF), , including Underfunded Window in appropriate countries, Flash Appeals (FA), and the Consolidated Appeals Process (CAPs);
 - In times of crises, fully participate in emergency and humanitarian coordination mechanisms and relevant working groups for rapid response and for submission of UNFPA proposals for utilization of rapid response fund;
 - Work closely with UNFPA Regional and Sub-regional partners, and COs, particularly in the implementation of the Regional Strategy for Emergency Preparedness and Humanitarian Response;
 - As directed by the Programme Specialist, develop and maintain contacts with key partners for the implementation of the Regional Humanitarian Strategy, including the development of an action plan for the period 2010-2013;
 - Support UNFPA's efforts in the organization of capacity building activities on emergency preparedness and response in the region. This will include:
 - Liaising with the relevant focal points in OCHA ROLAC and HQ, and UNFPA HQ.
 - Coordinating logistics issues.
 - Carrying out background research as needed.

- Contributing to the conduct of capacity needs assessments.
 - o Provide support for the RedHum and UNFPA LACRO regional portals in close collaboration with the communications team in LACRO, in order to contribute to the positioning of ICPD issues within the site and to strengthen inter-agency collaboration in the humanitarian arena;
 - o Support the development and maintenance of a humanitarian group within the LAC knowledge platform FUSION;
 - o Contribute to the follow-up on the implementation of UNFPA's Regional Programme and the REDLAC Annual Work Plans (AWPs), ensuring the integration of reproductive health, gender, population and data issues as appropriate;
 - o Build capacity of COs and their partners, especially in developing project proposals for rapid response funds (for example, CERF); and
 - o Perform other functions as may be requested by the UNFPA Regional director and/or her Deputy, as well as the Programme Specialist.

Qualifications and Experience

- A solid academic background at the post-graduate level (Master degree) preferably in gender or women's studies, international development or humanitarian studies, or other relevant field.
- Preferably two years of experience in emergency and/or humanitarian affairs or a related area.
- Field experience in humanitarian response, preferably on matters relating to Gender Based Violence, Reproductive Health and Population Data.
- Fluency in English and Spanish. Knowledge of French would be an asset.
- Ability to write clearly and concisely, even under stressed situations that require immediate action.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

Learning elements

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

- Appraise and prepare work plans and projects addressing emergency preparedness and humanitarian response in the areas of reproductive health, gender mainstreaming, gender-based violence, HIV and aids, data in crisis, youth, as well as within other relevant areas related to UNFPA's mandate. This will include the preparation of project proposals for launching Flash Appeals, from the Central Emergency Response Fund (CERF) and others.
- Write assessment reports on the subject of emergency preparedness and humanitarian response related to the different ongoing initiatives in the LAC region.
- Monitor progress in the implementation of the ICPD Programme of Action in humanitarian settings, including the application of tools such as the IASC Guidelines on Gender, GBV, and HIV in Emergencies, Rapid Needs Assessments, etc.
- Prepare project budgets and budget revisions on the basis of needs and priorities, and in accordance with UNFPA rules and regulations.
- Fully participate in the various existing partnership building and humanitarian coordination mechanisms.

Required Competencies

Valuing Diversity

- Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity.
- Takes actions appropriate to the multi-cultural context in LAC.
- Continually examines his/her own biases and behaviours to avoid stereotypical responses.

Working in Teams

- Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution.
- proactively pursues solutions to team problems and asks for help when needed.
- Pursues achievement of common goals.

Integrity/ Commitment to the mandate

- Acts in accordance with UN/UNFPA values.
- Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do.
- Places UNFPA interest first and foremost, including resisting political and personal pressure.

Self and conflict management

- Remains calm, collected and patient, regardless of circumstances.
- Responds effectively to stress and situations of ambiguity or crisis.
- Adapts flexibly to changing situations or to overcome obstacles.

- Listens and responds appropriately to criticism.

Communicating information and ideas

- Communicates clearly and effectively.
- Seeks to understand the ideas of others.
- Helps create an environment for open communication.
- Delivers oral/written information in a timely, effective and easily understood manner.
- Prepares written material in a manner that requires little or no corrections or editing by others.

Compensation and Benefits

The JPO contract is one year initially with the possibility to be extended up to three years.

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of living adjustment, housing allowance, home leave, health insurance and other benefits.

Closing Statement

HOW TO APPLY

Candidates must apply through the UNFPA's online application management system, E-Recruit. Please visit Current Vacancies at <https://erecruit.partneragencies.org/erecruit.html> and apply to the JPO opportunities you might be interested in.

The deadline for receiving applications is 14 May 2010 (5:00 p.m New York time). Please note that all selected candidates must be available and prepared to take up duty preferably before or in September 2010 (not later than 31 December 2010)

Due to the large number of applicants we will only be able to respond to those candidates in whom UNFPA has a further interest.

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