

<b>Vacancy announcement</b>		
UN JPO Programme		
<b>JPO in Humanitarian Affairs</b>		
United Nations Office for the Coordination of Humanitarian Affairs (OCHA), Country Office Afghanistan, Strategy and Coordination Unit		<b>Closing date</b> <b>10 March 2026</b> <b>6pm EST</b>
<b><u>Vacancy Announcement # 25P186</u></b>		
<b>I General information</b>		
<b>Title:</b>	JPO in Humanitarian Affairs	
<b>Sector of Assignment:</b>	Humanitarian Affairs, Strategy and Coordination	
<b>Country:</b>	Afghanistan	
<b>Location (City):</b>	Kabul	
<b>Agency:</b>	United Nations Office for the Coordination of Humanitarian Affairs (OCHA), Country Office Afghanistan, Strategy and Coordination Unit	
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum of 3 years	
<b>Grade:</b>	P2 step 1 in the first year	
<p>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</b> to <b>CANDIDATES WITH DUTCH CITIZENSHIP</b>.</p> <p>Eligibility is restricted to candidates who are 32 years of age or below as of 31 December of the application year (i.e. born on or after 1 January 1994).</p> <p>For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation: <a href="#">Junior Professional Officer Programme - Nedworc Foundation</a> <b>Please read the criteria and FAQ section carefully before applying.</b></p>		
<b>II Duties and responsibilities</b>		
This JPO position supports the Strategy and Coordination Unit of OCHA's Country office in Afghanistan.		
<p>Within delegated authority, the Junior Professional Officer will be responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Monitors, analyses and reports on humanitarian developments, disaster relief/management or emergency situations in assigned area.</li> <li>• Organizes and prepares studies on humanitarian, emergency relief and related issues.</li> <li>• Organizes follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues.</li> <li>• Drafts and prepares regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts.</li> </ul>		

- Prepares or contributes to the preparation of various written reports, documents and communications, e.g. drafts sections of studies, background papers, policy guidelines, parliamentary documents, briefings, case studies, presentations, correspondence, etc.
- Assists in the preparation, implementation and monitoring of Humanitarian Needs and Response Plans (HNRPs).
- Ensures appropriate monitoring and reporting mechanisms; provides information and advice on a range of related issues.
- Reviews and provides advice on policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance.
- Partners with other humanitarian agencies to plan and evaluate humanitarian and emergency assistance programmes and help ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations.
- Provide substantial support to sector / cluster working groups as required and facilitate exchange on cross cutting issues.
- Establishes and maintains contacts with government officials, other UN agencies, non-governmental organizations, diplomatic missions, media, etc.
- Support advocacy initiatives on issues impacting humanitarian needs and response efforts through the collection of information, liaison with humanitarian partners, government officials, the media, etc.
- Manages the production of appeals for international assistance; ensures the proper use and spending of donor contributions channelled through OCHA.
- Undertakes and provides support to technical assistance and other field missions, e.g. participates in field trips to undertake in-depth reviews of specific country work mechanisms.
- Organizes and participates in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Performs other duties as required.

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

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

- Support the preparation of humanitarian response planning, contingency plans and monitoring.
- Provide secretariat support and facilitate meetings of key humanitarian coordination fora, such as the Inter-Cluster Coordination Team and the Humanitarian Country Team.
- Prepare analysis and deliver presentations to humanitarian partners and decision-makers.
- Organize inter-agency missions to the field.
- Write donor reports and prepare office works plans.

The JPO Programme includes the following learning elements:

- Participation in the “2026 JPO Orientation Programme” organised by the United Nations System Staff College in Turin from 9 to 27 November 2026.
- Possibility to participate in the Organization’s learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core competencies and promoting a shared organizational culture and values
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4,000 per year which may be used for learning activities related to the assignment and to career development.

## IV Supervision

**Title of supervisor:** Head of Unit, Strategy and Coordination Unit (SCU)

### Content and methodology of supervision

**Establishment of a Work Plan:** During the first month of the assignment, the Junior Professional Officer (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.

In addition, and in line with the supervision modalities of the OCHA team, the JPO will have quarterly performance discussion with the direct supervisor.

## V Required Qualifications and Experience

### Education:

An advanced university degree (master's degree or equivalent) in political science, social science, international studies, public administration, economics or a related field is required.

*In exceptional cases, candidates with a first-level university degree (bachelor's degree or equivalent) in combination with two additional years (i.e. a minimum of 4 years) of qualifying experience may be accepted in lieu of an advanced university degree.*

### Work experience:

A minimum of 2 years of relevant work experience in humanitarian affairs, coordination, reporting, communication, or partnership is required. (a minimum of four years with a first-level university degree (bachelor's degree or equivalent)).

Work experience within the UN system should not exceed 1 year (including internships, UNV and consultancies)

Only work experience acquired **after the first-level university degree** (bachelor's degree or equivalent) can be considered.

Internships and volunteering may be counted at 50% if considered relevant.

### Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required.

### UN competencies:

**PROFESSIONALISM:** Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

**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 the audience; Demonstrates openness in sharing information and keeping people informed.

**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

**ACCOUNTABILITY:** Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology

**Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

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

The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) mobilizes and coordinates humanitarian action for all in need, in partnership with national and international actors. 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.

The JPO will be based with OCHA's Strategy and Coordination Unit in Kabul. The SCU leads the strategic planning and coordination of humanitarian response efforts across the country. It facilitates inter-agency collaboration, supports the development and monitoring of key planning documents such as the Humanitarian Needs and Response Plan (HNRP), and ensures alignment with humanitarian principles and priorities. The unit also plays a central role in humanitarian advocacy and the coordination of needs assessments and response analysis to inform effective and timely decision-making.

**VII Information on the Duty Station**

The United Nations classifies duty stations into six categories (H, A, B, C, D, E) based on living and working conditions. Categories range from H (Headquarters) to E (most difficult).

Kabul is designated as a non-family duty station and with a hardship classification E.

More information on the hardship scheme can be found via

[International Civil Service Commission \(ICSC\)](#)

More details on living conditions at the duty station will be provided at the time of onboarding.

## VIII How to apply

Applicants should submit their application **online** via:

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=1>

More information on how to apply can also be found on the following website:

<https://jpo.desa.un.org/>

Applications must be received no later than **10 March 2026, 6.00 pm (Eastern Standard Time UTC-5, New York USA)**. Applications received after this date will not be considered.

Applicants will receive a confirmation of receipt.

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