

United Nations JPO Programme



TERMS OF REFERENCE

19P217

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Humanitarian Affairs

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):

Humanitarian Affairs

Organization/Office:

United Nations / UN Office for the Coordination of Humanitarian Affairs (UNOCHA) / CERF Secretariat

Duty Station:

New York, United States of America

Non-Family Duty Station: No

Duration:

Two years (with possible extension for a third year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:

Humanitarian Affairs Officer, Head of Unit, PAU

Content and methodology of supervision:

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 AE 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, the JPO will have informal/bilateral meetings with supervisor as needed, and participate in weekly unit meetings.

III. Duties, Responsibilities and Output Expectations

Under the overall leadership of the Chief of CERF, and the direct supervision of the Head of the CERF Performance and Accountability Unit, the JPO will be responsible for the following duties:

- Supports the CERF secretariat's efforts to ensure a more efficient and effective response to humanitarian needs through the development of new or improved CERF funding approaches and strategies, including the integration of the ERC's four strategic priorities in the CERF programme cycle; multi-year funding pilots; and CERF anticipatory action pilots.
- Reviews and provides feedback on CERF grant proposals and reports and liaises with agency focal points at field and country levels as required.
- Extracts and analyses key data and information from grant proposals and reports, evaluations, studies and other sources and ensures accurate recording in the CERF Grant Management System (GMS) to feed into CERF flagship products and publications.
- Contributes to the preparation of CERF flagship reports, including the annual CERF Results Report and CERF Annual Report e.g. drafts sections of studies, evaluations, background papers, policy guidelines, analytical documents and case studies.
- Supports the organizing and preparation of studies on CERF and broader humanitarian financing issues, including annual CERF Performance and Accountability (PAF) country level reviews of CERF's added value to humanitarian response
- Provides support to the preparation and facilitation of CERF partnership events, including the Annual CERF High-Level Pledging Conference, CERF Advisory Group (AG) meetings, and CERF side events in the margins of the General Assembly and ECOSOC.
- Monitors potential cases of misuse of funds under CERF grants according to its Standard Operating Procedures, shares relevant information with stakeholders in line with communications procedures, and maintains close contact with recipient UN agencies.
- Drafts talking points and background notes on humanitarian financing for senior management
- Organizes and participates in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian financing and emergency relief-related matters.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics or a 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.

Work experience:

A minimum of two years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area.

Languages:

English and French are the working languages of the United Nations Secretariat.

For this post fluency in English (both oral and written) is required.

Knowledge of another UN language is an advantage.

Other skills: For this position, the JPO should have good computer skills including full proficiency in Microsoft Office/Excel/PowerPoint and experience with database management.

Experience in humanitarian financing is desirable.

Experience in communication is desirable.

Humanitarian field experience is desirable.

UN competencies:

- Professionalism: Knowledge of a range of humanitarian assistance, emergency relief and related human

rights issues, including approaches and techniques to address difficult problems. Knowledge on issues related to humanitarian financing and humanitarian pooled funds at programmatic and/or policy level. Knowledge of resource mobilization/partnerships and experience in communication. Analytical capacity and in particular the ability to analyze and articulate the humanitarian dimension of issues which require a coordinated UN response. Ability to identify issues and judgment in applying technical expertise to resolve a wide range of problems. Ability to conduct research, including ability to evaluate and integrate information from a variety of sources and assess impact on the humanitarian rights situation in assigned country/area. Ability to work under extreme pressure. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **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.

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.

V. Learning Elements

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

- Understand, and successfully contribute to the work and mandate of CERF within the broader humanitarian financing structures.
- Support the development of new strategic initiatives for CERF, leading to a more efficient use of the fund commensurate to the increasing global humanitarian needs and requirements.
- Understand, and confidently support the management of processes related to the full CERF grant cycle, including review of grant applications from the rapid response and underfunded emergencies windows, respectively; review of RC/HC reporting on the use of CERF funds; as well as monitoring and evaluation.
- Understand and successfully support the management of CERF's performance and accountability framework.
- Confidently represent the CERF in various fora and meetings with internal as well as external stakeholders.
- Provide sound analytical inputs and advice that contribute to improving institutional capacity; takes action to identify humanitarian affairs and related issues/problems; and develops creative approaches to problem resolution.
- Provide timely delivery of assigned outputs.

VI. Background Information

CERF is one of the most important and trusted humanitarian funding mechanisms. It has consistently provided fast

and equitable funding to humanitarian partners, allocating since its inception in 2006 more than \$5.8 billion to emergency relief efforts in more than 100 countries. CERF's objectives are to:

- Promote early action and response to reduce loss of life.
- Enhance response to time-critical requirements.
- Strengthen core elements of humanitarian response in underfunded crises.

CERF pools contributions from donors – mainly governments, but also, foundations, companies, charities and individuals – into a single fund with a \$1 billion annual target. This money is set aside for immediate use at the onset of emergencies, in rapidly deteriorating situations and in protracted crises that fail to attract sufficient resources. In emergencies, humanitarian organizations apply jointly for funding. Funds are immediately released if these proposals meet CERF's criteria, i.e. the needs are urgent and the proposed activities will save lives. With money available immediately, relief organizations can deliver food, safe drinking water, medical supplies and other life-saving aid faster and more efficiently.

Within the context of growing, and increasingly more complex humanitarian challenges facing the world today, CERF is testing innovative approaches as part of its own evolution, and continue to help support a fast, efficient, and coordinated humanitarian response to address the needs of the most vulnerable people affected by crisis. In addition to ongoing efforts to ensure that CERF remains one of the most successful and effective funding mechanisms to deliver urgent and life-saving aid to people in need, the successful incumbent will also support these initiatives. CERF has in the past regularly had JPO successfully working in the secretariat to great benefit of both the JPO, the CERF secretariat, as well as OCHA more broadly.

The Under-Secretary-General for Humanitarian Affairs and the Emergency Relief Coordinator (ERC) manages CERF on behalf of the UN Secretary-General. The ERC is supported by the CERF secretariat, which is situated within the UN Office for the Coordination of Humanitarian Affairs. The CERF secretariat (comprising 27 staff, as at 7 July 2019) is responsible for ensuring that the funds are allocated properly, disbursed in a timely manner, and that use of the funds is reported appropriately and transparently. Please refer to the CERF website (<http://www.unocha.org/cerf>) for more information.

CERF organigram

NAME	TITLE	PHONE	OFFICE	EMAIL
OFFICE OF THE CHIEF				
Mr. Michael Jensen	Chief of CERF	212-963-0920 646-675-2595	S-33FW	jensen7@un.org
Ms. Lana Hamdeh	Team Assistant	917-367-9116	S-33FW	lana.hamdeh@un.org
PROGRAMME UNIT (PU)				
Ms. Shelley Cheatham	Chief Rapid Response Lead Humanitarian Affairs Officer	917-367-5676 347-446-3776	S-33FW	cheatham@un.org
Mr. Samir Mahmoud	Underfunded Emergencies Focal Point Humanitarian Affairs Officer	212-963-4761 347-419-0672	S-33FW	mahmoud14@un.org
Ms. Katia Petion	Humanitarian Affairs Officer	212-963-3713 347-446-1609	S-33FW	petion2@un.org
Mr. Patrick David	Humanitarian Affairs Officer	917 367 9639 917 794 9673	S-33FW	patrick.david@un.org
Ms. Madoka Koide	Associate Humanitarian Affairs Officer	212-963-1791 917-834-4366	S-33FW	koide@un.org
Ms. Julia Wittig	Associate Humanitarian Affairs Officer	212-963-2173 646-468-6353	S-33FW	wittigj@un.org
Ms. Maikaiskwarrie Ramnaraine	Programme Assistant	917-367-3316	S-33FW	ramnaraine@un.org
Ms. Antje Lehmann	Consultant		S-33FW	lehmann@un.org
PERFORMANCE AND ACCOUNTABILITY (PAU)				
Mr. Mads Frandsen	Chief Humanitarian Affairs Officer	917-367-2817 347-468-6057	S-33FW	frandsen@un.org
Mr. Mateusz Buczek	Humanitarian Affairs Officer	212-963-2654 718-724-9892	S-33FW	buczekm@un.org
Ms. Kristine Hansen	Humanitarian Affairs Officer	917-367-2086 917-854-4034	S-33FW	hansen3@un.org
Mr. Philippe Decker	Associate Humanitarian Affairs Officer	917-367-4579	S-33FW	decker2@un.org
Ms. Christine Servando	Information Systems Assistant	212-963-4852	S-33FW	servando@un.org
Ms. Mirna Loiferman	Team Assistant	212-963-4981	S-33FW	loiferman@un.org
Ms. Maria Kelly	HLC consultant	212-963-1765	S-33FW	kelly9@un.org
Ms. Inga Mueller	Consultant	917 367-9910	S-33FW	Inga.mueller@un.org
Mr. Mohit Khubchandani	Consultant	650 334 7071	S-33FW	Mohit.khubchandani@un.org
FINANCE AND ADMINISTRATION UNIT (FAU)				
Mr. Chulmin Kang	Chief Senior Finance and Budget Officer	212-963-6362 646-581-3280	S-33FW	kangq@un.org
Ms. Zhendai Yang	Finance and Budget Officer	212-963-3193 917-330-6406	S-33FW	yangz@un.org
Ms. Sabina Hadziibrahimbegovic	Finance and Budget Officer	212-963-5088 917-514-7650	S-33FW	hadziibrahimbegovic@un.org
Ms. Khorshed Khan	Finance and Budget Officer	347-852-5926 917-367-4879	S-33FW	khn138@un.org
Mr. Frederic Lemaire	Finance and Budget Officer	917-367-2008 917-435-2444	S-33FW	lemaire@un.org
Ms. Fatoumata Diarra	Finance and Budget Assistant	212-963-2947	S-33FW	diarra1@un.org
Ms. Patricia Burneo	Finance and Budget Assistant	212-963-9118	S-33FW	burneo@un.org
Ms. Maria Karpenko	Finance and Budget Assistant	212-963-5083	S-33FW	karpenkom@un.org
Ms. Violeta Medina	Finance Consultant		S-33FW	medinav@un.org