

## United Nations JPO Programme



### TERMS OF REFERENCE 23P174

#### Junior Professional Officer (JPO)

##### **I. General Information**

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Title: JPO in Humanitarian Affairs (Financing)

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

Organization/Office:  
United Nations/ Office for the Coordination of Humanitarian Affairs (OCHA)/ Humanitarian Financing and Resource Mobilization Division (HFRMD)

Duty Station:  
New York, USA

[Non-Family Duty Station: yes ☐ / no ☒

Duration:  
1 year (with possible extension for another year)  
[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

##### **II. Supervision**

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Title of Supervisor:  
Head of Section (HFSA)

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.

##### **III. Duties, Responsibilities and Output Expectations**

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Within the overall work of the Humanitarian Financing Strategy and Analysis Unit [HFSA], the Junior Professional



Officer is expected to:

- Support the Units role in OCHA's partnership strategy with IFIs, especially around knowledge, data and analysis. Advocate for a greater and timelier engagement by IFIs in contexts vulnerable to humanitarian crises, by collaborating with the World Bank, IMF, MDBs and others. Provide analysis around crisis risk financing strategies and basic service delivery
- Assist in researching, analyzing and presenting information gathered from diverse sources on the socio-economic impact of humanitarian crises.
- Support the scale-up and mainstreaming of the anticipatory approach, including through the roll-out of anticipatory action frameworks.
- Support the learning agenda on the anticipatory approach, contribute to the preparation of various written documents, e.g. drafts sections of studies, background papers,
- Assist in the design and preparation of studies and projects on innovative humanitarian financing instruments, crisis risk financing frameworks, disaster, emergency relief and related issues and in various follow-up activities.
- Assist in the organization of meetings, seminars, conferences, workshops, etc. with partners in innovative humanitarian financing, such as UN agencies, NGOs, the IFRC, the World Bank or the private sector; facilitate exchanges of professional expertise and views on specific humanitarian financing-related subjects/issues; serve as reporter to such events.
- Maintain awareness of current humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area, country or region concerned.
- Assist in the development and maintenance of reference/resource information on specific topics or policy-related issues; support responding to various inquiries and information requests internally and externally.
- Participate in technical assistance or other missions.
- Participates in project/programme formulation and mobilization of relevant resources.
- Support donor engagement.
- Perform other duties as required

#### **IV. Qualifications and Experience**

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Education:

Advanced university degree (Master's degree or equivalent) in economics, business or public administration, social sciences, international studies, law or any other relevant field is required. 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 2 years of work experience in humanitarian affairs, humanitarian or development finance, disaster risk reduction, or other related field such as finance or economics.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of another official UN language is desirable.

Other skills:

Computer skills

#### **UN competencies:**

**PROFESSIONALISM:** Sound knowledge of and exposure to a range of humanitarian, emergency relief assistance and related human rights issues. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Excellent drafting skills and strong computer literacy. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, work under pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery). 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.

**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.

**CREATIVITY:** Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.

## **V. Learning Elements**

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

- Facilitate the development of collective anticipatory action frameworks, including assessment of appropriate forecasts, triggers, pre-arranged financing and humanitarian interventions
- Assess financial instruments' suitability for different crisis settings
- Draft public information materials/talking points/presentations
- Organize workshops/trainings/conferences

The JPO will gain in-depth understanding and knowledge of crisis risk financing and will be exposed to issues related to humanitarian operations in a variety of contexts.

## **VI. Background Information**

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The Humanitarian Financing and Resource Mobilization Division (HFRMD) combines the task of raising funds for crises and managing humanitarian pooled funds with that of exploring how innovative financing can better fund humanitarian response. The Division includes two principal Branches – The Pooled Fund Management Branch (PFMB) and the Partnerships, Resource Mobilization Branch (PRMB) as well as a Humanitarian Financing Strategy and Analysis Team (HFSA).

Within HFRMD the Humanitarian Financing, Strategy and Analysis Unit (HFSA):

- Leads on the mainstreaming and scaling-up of anticipatory action
- Helps the humanitarian system to harness the knowledge and expertise of international financial institutions (IFIs), UN agencies, donors, private sector, civil society and academia.
- Conducts analysis to promote understanding of the advantages and limitations of different approaches, models, instruments and tools that the system uses to finance humanitarian action, including innovative financing, and the extent to which they could operate in a more coordinated, mutually reinforcing, and compatible manner.
- Mainstreams best practices and innovations in humanitarian financing into humanitarian operations, in close collaboration with partners including field-based stakeholders.
- Implements and advocates.
- **For more information:**
  - **A Casement Lecture: Towards a Better System for Humanitarian Financing**
  - **Anticipation saves lives: How data and innovative financing can help improve the world's response to humanitarian crises**
  - **aa.unocha.org**