

Detailed Data for Junior Professional Officer Position

1. CURRENT / OFFICIAL POSITION DATA

- JPO Position No.: XXX
- JPO Position Title: Associate Innovation Officer

Only standard job titles may be used for Junior Professional Officer (JPO) positions. Any non-standard titles will not be considered.

- JPO Position Grade: P2
- JPO Position Location: Geneva, Switzerland
- Supervisor Position Title: Innovation Officer, Refugee-led Innovation

2. OPERATIONAL CONTEXT:

UNHCR's Innovation Service is mandated to nurture and support a culture of innovation within the organization. It works closely with country operations, regional bureaux, HQ divisions and services, as well as refugee-led organizations, to develop more efficient, effective, and creative solutions to the challenges faced by refugees and other forcibly displaced populations. This is achieved by rethinking how UNHCR works, how it involves placing forcibly displaced communities at the centre of in programme design, and how it draws on good practices from the humanitarian, development, and private sectors.

To deliver its strategy and goals, the Innovation Service implements five multi-year strategic programmes:

1. Digital Innovation
2. Refugee-led Innovation
3. Data Innovation
4. Environment and Climate Action Innovation
5. Innovation Learning (Fellowship Programme).

This Junior Professional Officer (JPO) position will support the global implementation of the Refugee-led Innovation Fund (RLIF), a workstream that places forcibly displaced and stateless people in the driver's seat of designing and developing innovative solutions to the challenges faced by their communities. Reporting to the Programme Lead of the Refugee-led Innovation Programme, the JPO will play a key role in working closely with organizations supported through the Fund worldwide and advancing UNHCR's localization efforts.

LIVING CONDITIONS AT THE DUTY STATION

(Please indicate if the following is available at the Duty Station)

- Housing/accommodation: Yes
- Health care: Yes
- Educational facilities: Yes
- Security: Yes
- Other (transports, banks, etc): Yes

3. DESIRED CANDIDATE PROFILE

Education & Experience:

- Undergraduate degree (essential) or graduate degree (desirable) in a relevant field such as Education, Political Science, Human Rights, International Humanitarian Action, International Development, Social Sciences, Communications, or Innovation.
- Experience working with community-based and/or refugee-led organizations is strongly desired.
- Strong experience in remote coordination and project management is required; experience within the UN system is a distinct advantage.
- Prior experience in a supporting role within humanitarian field operations is an advantage.
- Experience working on issues related to community-led innovation is desirable.
- Experience working in contexts of forced displacement is desirable.

Skills & Competencies:

- Excellent knowledge of English (both written and spoken) required.
- Fluent in French and/or Arabic desirable (both written and spoken).
- Knowledge of protection principles and community-based protection desired
- Highly organized and autonomous, able to multitask and prioritize workload when necessary.
- Excellent writing, presentation, and documentation skills, demonstrating high levels of attention to detail.
- Ability to create and maintain excellent working relationships in remote contexts.
- Works well in a multicultural team and has a strong work ethic: strives to deliver high-quality, error-free deliverables potentially targeting different types of users

(e.g. senior management, refugee organisations, country operations' focal points, fundraising specialists and advocacy officers)

Key Responsibilities

- Conduct project oversight by engaging directly with focal points from supported organizations to monitor progress, identify early challenges that could affect implementation, ensure timely completion of M&E activities for fund disbursements, and map potential communications opportunities.
- Coordinate capacity-strengthening initiatives and facilitate peer-to-peer exchange sessions among supported organizations.
- Support organizations in stakeholder engagement by identifying relevant local networks, partners, and platforms that can amplify the impact of Fund-supported projects.
- Enhance visibility of Fund activities, projects, and organizations through internal and external communication channels to broaden outreach.
- Assist in stakeholder engagement and review processes by contributing to the development of materials and coordination for the assessment of current Fund-supported organizations.
- Contribute to the selection process of the RLIF by supporting each phase, liaising with relevant internal and external actors, and elaborating required documentation.
- Document and apply lessons learned from pilot and ongoing rounds of the Fund to inform and strengthen subsequent planning cycles.
- Support fundraising efforts for refugee-led innovation projects by preparing materials, reports, and proposals, and facilitating engagement with UNHCR's national partners, the private sector, and other donors.
- Explore pathways for scaling up the Fund, including partnership development and innovative financing approaches.
- Undertake other related duties as required.