



## Junior Professional Officer (JPO) Emergency Officer at the P2 Level, New York City, New York, United States

---

### I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States (U.S.) sponsors qualified U.S. citizens for employment in the United Nations Children's Fund (UNICEF) Junior Professional Officer (JPO) Program.

**You must be a U.S. citizen to apply.**

Application Deadline:

June 8, 2023, 5:00 p.m. EDT

Application instructions below in  
Section VII.

These fully funded JPO positions strengthen the capacity of UNICEF and further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions at UNICEF and in other international and non-governmental organizations (NGOs).

### II. General Information

Title: Emergency Officer

Organization/Office: UNICEF / Office of Emergency Programmes (EMOPS) / Humanitarian Field Support Section (HFSS)

Duty Station: New York, United States

Start Date Required: As soon as possible

Duration: One year, with possibility of a one-year extension

The USAID/BHA sponsored JPO will be an employee of UNICEF, not of the U.S. Government.

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

#### **Duties and Responsibilities:**

Under the supervision of an Emergency Specialist, the JPO will provide support and guidance to UNICEF Country Offices (COs) and Regional Offices (ROs) engaged in humanitarian action encompassing preparedness, response, post-crisis recovery, and integrated planning. The JPO will be responsible for the following key functions:

### ***Support analysis and review of emergency response and preparedness***

- Support the analysis and review of emergency preparedness and response in the defined allocation of regions and/or countries, supporting UNICEF responses in complex emergencies and natural disasters, including the mainstreaming of early recovery approaches and supporting UNICEF engagement with integrated United Nations (UN) presence.

### ***Support coordination of headquarters support to countries***

- Support the coordination of headquarters support to these countries, maintaining close contact with the COs and ROs on all programmatic and operational matters relating to the emergencies to ensure the quality and timeliness of our collective response, notably for Level 3 (L-3) emergencies.

### ***Monitor emerging humanitarian risks and strategies***

- Through UNICEF's Emergency Operations Center (OPSCEN) and other EMOPS sections, in close contact with COs, ROs, and sister UN agencies, monitoring emerging humanitarian risks and strategies for preparedness and risk reduction before a new crisis occurs and best approaches to engage in early recovery and transition processes.

### ***Support UNICEF participation in key inter-agency activities***

- Represent and/or ensure UNICEF representation and advocacy in key inter-agency activities related to emergency response, crisis management, and integrated assessment and planning, as well as external events/conferences when requested.
- Keep close contact with counterparts in UN sister agencies.
- Support management engagement with high-level mechanisms such as Emergency Directors, Integrated Task Forces, Inter-Agency Task Forces, Executive Committees, and other crisis-management mechanisms as well as with donors and member states.

## **IV. Qualifications and Experience**

### **Education:**

Advanced degree (Master's degree or equivalent) in one of the following fields is required: International Relations, Public Administration/Public Policy, Humanitarian Affairs, Development, Social Sciences, or a related technical field.

**Work Experience:**

A minimum of two years of professional experience in one or more of the following areas is required in: post-crisis recovery, complex emergencies, humanitarian response.

Relevant experience in a UN system agency or organization or a NGO or international INGO is considered as an asset.

**Languages:**

Fluency in English and another language is required (French, Spanish).

**Core Values:**

- Care
- Respect
- Integrity
- Trust
- Accountability

**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. Training and Learning Plan**

- Participation in a one-week JPO induction program in New York;
- Guidance and advice in relation to training opportunities within the field of expertise;
- Use of yearly JPO training funds for internal/external training opportunities;
- Participation in mentoring, coaching, and career counseling and transition programs;
- Potential field mission and/or stretch assignment during the second year.

**VI. Background Information**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does—in programs, in advocacy, and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life—in its social, political, economic, civic and cultural dimensions—her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged

citizens—addressing inequity—not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

## **VII. Application Instructions**

The JPO program selection process is carried out jointly by USAID/BHA and UNICEF.

**You must be a U.S. Citizen to apply. Applicants must be no older than 32 years of age as of December 31 of the year of application.**

To apply please send the following to [BHA.JPOCoordinator@usaid.gov](mailto:BHA.JPOCoordinator@usaid.gov):

1. completed [UN Personal History Statement \(PI I\)](#);
2. resume (CV) and;
3. cover letter to explain your interest in this position.

Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple positions, please complete a Personal History Statement (PI I) for each position and submit these to us in separate emails with the appropriate subject heading. Please submit your application documents in PDF format when possible.

**Due to the volume of applications received, only selected candidates will be contacted for an interview.**

### **Application Details:**

Please complete the PI I thoroughly. The PI I provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PI I has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PI I must be completed in English only. [You can find the PI I form on the USAID/BHA Jobs website.](#)
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered.

**Application Deadline: Thursday, June 8, 2023, 5:00 p.m. Eastern Daylight Time (EDT)**

For more information please consult the [USAID/BHA Jobs website](#).