



Junior Professional Officer (JPO) Humanitarian Affairs Officer at P2 level, Kabul, Afghanistan

I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States sponsors qualified U.S. citizens for employment in the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Junior Professional Officer (JPO) Program.

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

Application Deadline:

October 28, 2022, 5:00 p.m. EDT

Application instructions below
in Section VIII.

These fully funded JPO positions strengthen the humanitarian coordination capacity of OCHA, 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 OCHA and in other international and non-governmental organizations.

II. General Information

Title: Humanitarian Affairs Officer

Organization/Office: OCHA/Afghanistan Office

Duty Station: Kabul, Afghanistan

Date Required: As soon as possible

Duration: One year (with possible extension for another year)

III. Duties, Responsibilities, and Output Expectations

Under the supervision of the Humanitarian Affairs Officer / the Head of Strategy and Coordination Unit, the JPO will be tasked with:

Reporting:

- Monitors, analyzes and reports on humanitarian developments, disaster relief/management or emergency situations in assigned area.
- Drafts and prepares regular flash and situation papers/reports informing key stakeholders on relevant operational factors affecting the humanitarian situation and response efforts, working closely with other units;
- Prepares or contributes to the preparation of various written reports, documents and communications.



Coordination:

- Organizes and participates in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters. Drafts meeting minutes from coordination meetings as required.
- Organizes follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues.
- Assists in the preparation, implementation and monitoring of the Office's humanitarian work plan.
- Supports appropriate monitoring and reporting mechanisms; provides information and advice on a range of related issues.
- Reviews policy issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance.
- Collaborates 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.
- Provides support to sector/cluster working groups as required and facilitates exchange on cross cutting issues.
- 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.
- Performs other duties as required.

IV. Supervision

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.

Weekly meetings with the supervisor where feedback will be provided.

V. Qualifications and Experience

Education:



Advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth sciences or a related field is required. A first-level university degree in combination with related professional experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of two (2) years of progressively responsible and relevant experience is required.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another UN official language or the local language is an advantage.

Other skills:

Excellent written English is required. Computer literacy. Ability to work under pressure, on occasion in a highly stressful environment.

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

PLANNING AND 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.

VI. Learning Elements

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

- Draft reports on humanitarian developments, disaster relief/management or emergency situations.
- Draft flash and situation papers on operational factors affecting the humanitarian situation and response efforts, in collaboration with other units.
- Organise and understand the components of working groups, coordination meetings, consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Draft complex meeting minutes.
- Gain a greater understanding of the coordination humanitarian assistance in Afghanistan and of humanitarian coordination as a whole.

VII. Background Information

OCHA's goal in Afghanistan is to achieve more effective and principled humanitarian action that meets the needs of affected people through the provision of strategic humanitarian leadership and coordination services, which support a diverse, flexible and adaptable humanitarian system that is able to respond to acute needs throughout the country.

OCHA focuses on coordination, information management/analysis and public information and advocacy roles in Afghanistan. Different units in the Afghanistan office contribute to these roles – with the Strategy and Coordination Unit, where a JPO is expected to work, transforming coordination to achieve a more efficient humanitarian response, engaging in strategy, policy and planning; the Information Management Unit supporting the analytical role, the Civil Military Coordination (CMCoord) and Access Unit supporting the humanitarian access role, and the Public Information Unit supporting the public advocacy role. The Humanitarian Financing Unit manages the Afghanistan Humanitarian Fund (AHF) on behalf of the Humanitarian Coordinator, making standard and reserve allocations throughout the year to address arising needs and critical gaps in the Humanitarian Response Plan and implementing changes in line with World Humanitarian Summit and Grand Bargain commitments. The field offices perform different OCHA core functions based on the needs in their respective region including sub-national coordination through the Humanitarian Regional Teams, Operational Coordination Teams, cluster/sector and government focal points, situational awareness and analysis of humanitarian need and context, coordination of humanitarian assessment and response. The country faces enormous humanitarian challenges. The conflict has led to unprecedented levels of



displacement, both internally and across borders. Over 426,000 people were newly internally displaced in 2019. Over half a million Afghans return from Iran and Pakistan among other countries putting further pressure on already stretched basic services and resources. The overall security situation across Afghanistan remained volatile including in the lead-up to and on the day of the much anticipated 28 September presidential election, impacting civilians across the country, especially children. Overall, July to September 2019 recorded the highest level of civilian casualties since UNAMA began systematic tracking civilian casualties in 2009 and the highest number of civilian casualties to date was recorded in July 2019 when more than 1,500 civilian casualties occurred.

In 2020, Afghanistan needs continued humanitarian action with 9.4 million people-- almost a quarter of the country's population-- requiring humanitarian assistance. The majority are children (56 per cent). Needs have increased across every sector with protection needs showing the largest change (2.4 million in 2019 compared to 7 million in 2020). Hunger and malnutrition are increasing with more people at crisis and emergency levels. The number of people experiencing crisis and emergency levels of food insecurity is expected to rise in the coming months (November 2019 to March 2020) to 14.3 million people. The main causes of food insecurity were: high unemployment and food prices, natural disasters, and the ongoing conflict in many areas resulting in internal displacement and lack of access to agricultural lands. Therefore, OCHA's role in supporting the effective and well-coordinated implementation of humanitarian assistance, as well as ensuring streamlined coordination with the Government and reinforcing the link between humanitarian and development action, remains crucial.

VIII. Application Instructions

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

The JPO Program selection process is carried out jointly by USAID/BHA and OCHA.

To apply please send the following to BHA.JPOCoordinator@usaid.gov:

1. completed UN Personal History Statement (PI I) (see link below);
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 USAID/BHA-sponsored JPO positions, please complete a Personal



History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details:

Please complete the UN Personal History Statement (PII) thoroughly. The PII 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 PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

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

Application Deadline: Friday, October 28, 2022, 5:00 p.m. Eastern Daylight Time (EDT)

For more information please consult the Frequently Asked Questions:
https://bhajobs.net/files/resources/FAQ_JPO.pdf