



Junior Professional Officer (JPO) Humanitarian Affairs Officer at P2 level, New York

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/Partnerships and Resource Mobilization Branch (Intergovernmental Policy Section/IGPS)

Duty Station: New York, USA

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 Chief of Section and in coordination and collaboration with other members of the team, the JPO will be tasked with:

- Liaising and building of partnerships with government officials, diplomatic missions, United Nations agencies, non-governmental organizations and OCHA branches, including within PRMB on relevant issues related to Member States partnerships, on specific policy issues related to intergovernmental processes and resolution negotiations pertaining to the humanitarian agenda;
- Supporting the development of policy related to principled humanitarian action, international humanitarian law and human rights law, including by contributing to the preparation of policy positions for OCHA on these issues;

- Organizing and participating in working groups, meetings and consultations with other agencies and partners on humanitarian issues to support policy development, agenda-setting and decision-making on humanitarian policy priorities, and support or manage policy consultations with Member States and inter-agency partners;
- Planning, coordinating and organizing, in consultation with Member States, United Nations organizations, humanitarian partner organizations and other humanitarian partners, the annual ECOSOC Humanitarian Affairs Segment, including the overall agenda of the Segment, its high-level panel discussions, side-events and the general debate (e.g. liaison and coordination of Segment contributions and proposals; drafting of concept notes and briefings, talking points and speeches for the Under-Secretary-General and Assistant Secretary-General, the ECOSOC Vice-President and other senior representatives)
- Contributing to the preparation of written reports (in particular the Secretary-General's annual report on *Strengthening of the coordination of emergency humanitarian assistance of the United Nations* and the ECOSOC Humanitarian Affairs Segment synthesis report) and other policy documents for OCHA, the Inter-Agency Standing Committee and United Nations legislative bodies;
- Providing substantive support to intergovernmental negotiations on humanitarian and other relevant resolutions, specifically the General Assembly resolution on *Strengthening of the coordination of emergency humanitarian assistance of the United Nations* as well as other relevant resolutions in the General Assembly and ECOSOC, including by supporting and analyzing Member States' engagement in the negotiations on humanitarian and other relevant resolutions of the General Assembly and ECOSOC, including provision of Secretariat technical support to facilitators and Member States during the informal negotiations on draft resolutions;
- Providing policy support, inputs and advice to Member States, OCHA and inter-agency partners in support of the Quadrennial Comprehensive Policy Review of the Operational Activities for Development of the United Nations system and the follow-on to the UN development system repositioning, including complementarity to the humanitarian system and other issues of relevance to the humanitarian action and coordination;
- Analyzing Member States' statements and positions on humanitarian issues at high-level events and official meetings of the General Assembly and ECOSOC, such as the general debate of the General Assembly and the adoption of humanitarian resolutions in the General Assembly;
- Perform 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.

The JPO will be fully integrated in the IGPS team and more broadly within the PRM Branch. The incumbent will have daily contacts with the Chief of Section and other members of the team. He/she will attend regular branch and section meetings. Ad-hoc meetings with the Chief of Section and other members of the team will be convened according to the needs of the team.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. Upon arrival and under the supervision of the Chief of Section, the JPO will develop a work plan and objectives for the duration of his/her contract. This plan and its objectives will be reflected in a formal United Nations performance document. An evaluation of the plan's implementation will be conducted by the Chief of Section and will be discussed with the JPO after 6 months. The final evaluation will be conducted by the Chief of Section and the Chief of Branch at the end of the year and will be discussed with the JPO. This evaluation will be reflected in the performance document of the JPO.

V. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent), preferably in political or social sciences, international law, international relations, public administration or economics or related area. 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 relevant work experience in humanitarian affairs, emergency management, rehabilitation and development, international policy or advocacy, or other related areas is required. Prior experience in developing and drafting policy strategies, reports/documents is desirable. Prior experience in intergovernmental negotiations is desirable.



Prior experience in partnerships with Member States, international organizations and intergovernmental legislative bodies is an asset. Prior operational humanitarian experience in the field is an asset.

Languages:

English and French are the working languages of the United Nations (UN) Secretariat. Excellent command of oral and written English is essential for this position. Knowledge of another UN official language is an advantage

Other skills:

Knowledge of the institutions of the UN system, familiarity with humanitarian principles and practice and relevant experience at UN headquarters and in field operations is desirable. Proven aptitude for representation, advocacy and liaison on a range of international policy issues is an advantage.

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

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.

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.

CLIENT ORIENTATION: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to clients.

Workforce Diversity:

The UN 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.

VI. Learning Elements

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

- Understand the decision-making, legislative functions and dynamics of the United Nations’ principal intergovernmental organs (General Assembly, ECOSOC, Security Council) and the mandate-based activities of the Organization;
- Support Member States in their policy engagement in the intergovernmental organs of the United Nations, including in the negotiations on humanitarian resolutions;
- Advise and contribute to the strengthening of the normative framework for humanitarian action;
- Promote the importance of principled humanitarian action;
- Analyze and develop humanitarian policy;
- Establish partnerships on humanitarian policy priorities with Member States and other partners;
- Draft reports of the Secretary-General, policy position papers and correspondence on these issues;
- Plan, coordinate and organize major intergovernmental events, including high-level panel discussions and side events on key policy and operational themes;
- Draft talking points and statements for the Emergency Relief Coordinator and Under-Secretary-General for Humanitarian Affairs, the Assistant Secretary-General for Humanitarian Affairs, as well as other senior OCHA and external representatives (e.g.



ECOSOC President, ECOSOC Vice-President for the ECOSOC Humanitarian Affairs Segment).

VII. Background Information

With its partners, the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) contributes to principled and effective humanitarian response through coordination, advocacy, policy, information management and humanitarian financing tools and services. Through leadership in developing humanitarian policy, OCHA helps set the agenda for humanitarian sector reform and effectiveness in response to a shifting global landscape, new global frameworks, and increased capacities of national Governments and local actors.

The Intergovernmental Policy Section (IGPS) supports United Nations intergovernmental policy processes by providing the operational and policy guidance and mandates on coordinating humanitarian assistance to OCHA and the wider humanitarian system, reinforcing and building on General Assembly resolution 46/182 and subsequent humanitarian resolutions of the General Assembly and ECOSOC. IGPS advocates a strong humanitarian coordination system on behalf of the wider humanitarian community, including affected people, and builds awareness, understanding and support for the international humanitarian system and for strengthening humanitarian action in support of field operations. IGPS works to strengthen partnerships with Member States through inclusive dialogue on humanitarian priority issues and by supporting their engagement on humanitarian issues in intergovernmental forums and processes. This aims to foster Member State engagement and strengthen the normative framework for principled humanitarian action. Key outputs of IGPS include:

- Strengthened support for advancing normative framework for principled humanitarian action;
- Enhanced understanding of principled humanitarian action and the work and challenges of the humanitarian system;
- Annual reports of the Secretary-General on Strengthening of the coordination of emergency humanitarian assistance of the United Nations and on International cooperation on humanitarian assistance in the field of natural disasters, from relief to development;
- Support to Member States in humanitarian resolution negotiations in the General Assembly and ECOSOC;
- Reference Guide on normative developments in humanitarian resolutions of the General Assembly and ECOSOC;



- Annual ECOSOC Humanitarian Affairs Segment.

IGPS staff includes one Chief of Section (P5), one Deputy Chief of Section (P4), two Humanitarian Affairs Officers (P3) and one Team Assistant.

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 (PII) (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