United Nations JPO Programme

TERMS OF REFERENCE
20P253

Junior Professional Officer (JPO)

I. General Information

Title:
JPO in Humanitarian Affairs

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)/ The Inter-Agency Standing Committee (IASC)/ Operational Policy and Advocacy Group (OPAG)

Duty Station:
Geneva, Switzerland

[Non-Family Duty Station: yes ☐ / no X]

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

Title of Supervisor:
Senior Humanitarian Affairs Officer

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

The JPO in Humanitarian Affairs, under the supervision of the Senior Humanitarian Affairs will undertake the following duties:

IASC OPERATIONAL POLICY AND ADVOCACY GROUP (OPAG)
- Act as a back-up Focal Point in the Inter-Agency Standing Committee (IASC) secretariat for the IASC OPAG;
- Support the IASC secretariat Focal Point for the IASC OPAG;
- Liaise with the IASC OPAG members on behalf of the IASC Focal Point for OPAG and/or the Head, IASC secretariat, when necessary and/or requested;
- Support the organizing of the IASC OPAG meetings and the follow-up;
- Advise and support the Senior Humanitarian Affairs Officer and the Head, IASC secretariat regarding the IASC OPAG;
- Perform any other tasks and accomplish any priority that might be additionally assigned.

IASC RESULTS GROUP 4 (RG) ON HUMANITARIAN-DEVELOPMENT COLLABORATION and IASC RESULTS GROUP 5 (RG) ON HUMANITARIAN FINANCING
- Act as a back-up Focal Point in the IASC secretariat for the IASC RG4 and RG5;
- Support the IASC secretariat Focal Point for the IASC RG 4 and RG 5;
- Support the IASC RG 4 and IASC RG 5 co-Chairs in highlighting and fostering connectivity between the Results Groups and OPAG;
- Support the co-Chairs in monitoring the implementation of decisions, delivering on assigned tasks, and reporting bi-annually to the OPAG;
- Liaise with the IASC RG 4 and IASC RG 5 members;
- Support the organizing of the IASC RG 4 and IASC RG 5 meetings and the follow-up;
- Advise and support the Head, IASC secretariat regarding the IASC RG 4 and IASC RG 5;
- Perform and accomplish any other tasks to support the IASC Focal Point for the IASC RG 4 and IASC RG 5 to carry his/her tasks as outlined in the Terms of Reference for IASC secretariat Focal Points (and their respective teams) for Results Groups;
- Perform any other tasks and accomplish any priority that might be additionally assigned.

IASC ACTION POINT TRACKING
- Focal Point for monitoring the implementation of decisions and Action Points taken at various IASC structures: IASC, IASC OPAG and IASC Results Groups co-Chairs meetings, and making sure the deadlines are met and Action Points are completed and reported;
- Focal Point for monitoring the implementation of decisions, delivering on assigned tasks of the IASC Reference Group, and reporting bi-annually to the OPAG;
- Liaise with the IASC Results Groups co-Chairs and organize IASC Results Groups co-Chairs meetings and follow-up on the action points;
- Distribute messages, requests and decisions from the IASC, IASC OPAG co-Chairs and/or the Head, IASC secretariat across the IASC Results Groups co-Chairs;
- Compile Priorities Areas of Action from the IASC Results Groups, collate and advise the Head, IASC secretariat and ultimately the IASC OPAG co-Chairs and to the IASC committee, on the priorities and deliverables;
- Perform any other tasks and accomplish any priority that might be additionally assigned.

IV. Qualifications and Experience

Education:
Advanced university degree in (Master's degree or equivalent) in humanitarian affairs, political science, business administration, communications, management, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:
Two years of progressively responsible experience in humanitarian affairs, project or programme management, public information, event management, administration or related area. Knowledge of key inter-agency and

intergovernmental processes, field and headquarter operations is required. Experience with IASC processes, general organizational design, and reform projects, preferably with the UN Secretariat and or the UN system, is desirable.

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

Other skills:
Knowledge of the institutions of the UN system, familiarity with humanitarian principles and practices and relevant experience at both UN headquarters and in UN field operations is desirable. Proven aptitude for representation, advocacy and liaison on a range of international policy issues is also a plus. Good computer skills required, preferable website software, salesforce, etc.

UN competencies:
Professionalism: Strong analytical capacity, strong research skills, including ability to evaluate and synthesize information from a variety of sources.
Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field.
Communications: Exemplary communication (spoken and written) skills in English, including the ability to draft and edit a variety of written reports and communications and to articulate ideas in a clear, concise style.
Planning and Organizing: Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines.
Technology awareness: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, website software, salesforce, etc.
Teamwork: Very good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

V. Learning Elements

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

- Understand the mandates of the IASC and its subsidiary bodies and the mandates of different humanitarian organizations;
- Understand the different elements of inter-agency coordination;
- Develop strategies to operationalize policies and guidelines;
- Prepare concise background documents with clear expected outcomes;
- Write action-oriented summary records and minutes of the meetings;
- Organise high-level inter-agency events;
- Describe the key humanitarian policy and operational issues in current emergencies;
- Establish a monitoring system to track follow-up to decisions;
- Establish working relationships and partnerships with colleagues from 18 organizations listed below.

VI. Background Information

The Inter-Agency Standing Committee (IASC) was established in 1992 in response to General Assembly resolution 46/182 calling for strengthened coordination of humanitarian assistance. The IASC is a unique inter-agency forum for humanitarian dialogue and decision making that brings together a range of UN and non-UN humanitarian partners. Through interaction among main humanitarian actors, the IASC ensures greater coherence among the humanitarian community.

The IASC is composed as follows:

Full members	Standing Invitees
• International Organisation for Migration (IOM); • United Nations Children's Fund (UNICEF);	• Inter-Action (more than 160 members); • International Council of Voluntary Agencies (ICVA, 75 members);

• United Nations Development Programme (UNDP); • United Nations Fund for Population Activities (UNFPA); • United Nations High Commissioner for Refugees (UNHCR); • United Nations Human Settlements Programme (UN-HABITAT); • World Food Programme (WFP); • Food and Agriculture Organization (FAO); • World Health Organization (WHO); • Office for the Coordination of Humanitarian Affairs (OCHA);	• International Committee of the Red Cross (ICRC); • International Federation of the Red Cross (IFRC); • Office of the High Commissioner for Human Rights (OHCHR); • Office of the Special Rapporteur on the Human Rights of IDPs (SR on HR of IDPs); • Steering Committee for Humanitarian Response (SCHR, 8 large non-governmental organizations); • World Bank.

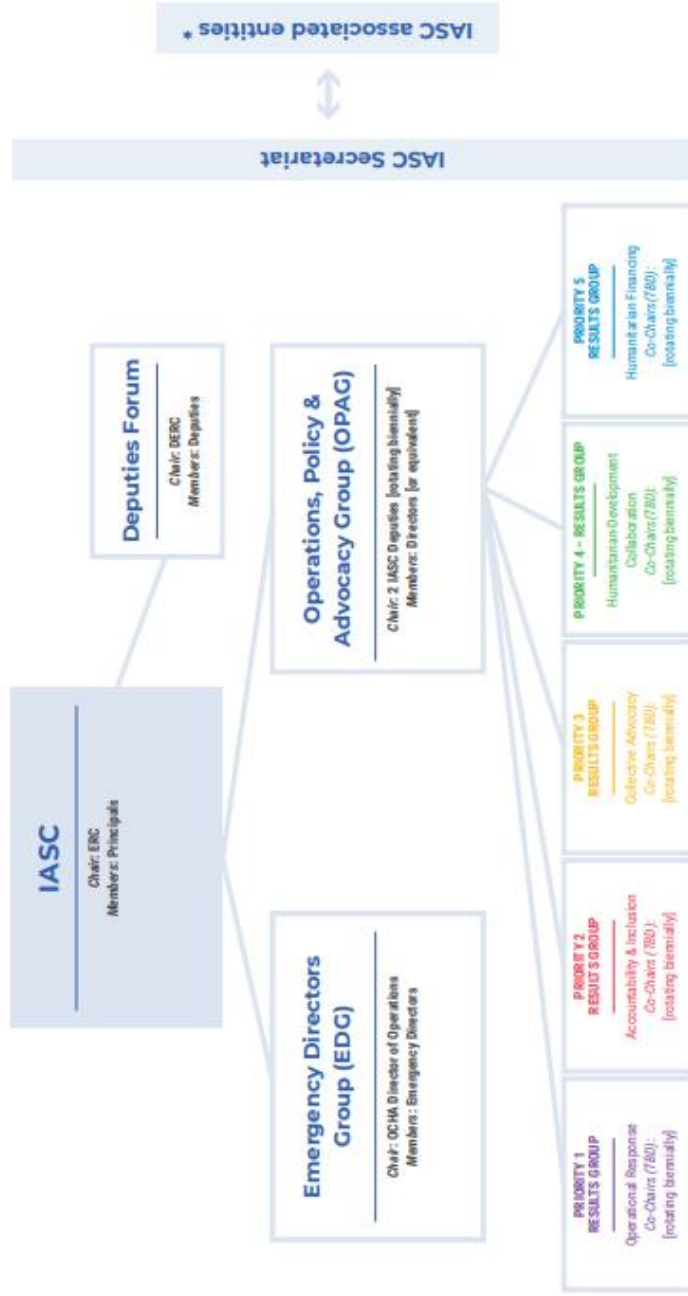**In May 2018, the IASC agreed on the following Five Strategic Priorities:**
- Operational Response
- Accountability and Inclusion
- Collective Advocacy
- Humanitarian-Development Collaboration
- Humanitarian Financing

In January 2019, the IASC Principals endorsed the IASC Workplan 2019-2020 and the IASC Structure and Working Method 2019-2020. In September 2020 these IASC structures are extended until end of 2021.

Annex 1

IASC structure and working method – 31 January 2019

NEW IASC STRUCTURES

IASC
Chair: ERC
Members: Principals

Deputies Forum
Chair: DERC
Members: Deputies

Emergency Directors Group (EDG)
Chair: OCHA Director of Operations
Members: Emergency Directors

Operations, Policy & Advocacy Group (OPAG)
Chair: 2 IASC Deputies [rotating biennially]
Members: Directors [or equivalent]

PRIORITY 1 RESULTS GROUP
Operational Response
Co-Chairs (TBD):
[rotating biennially]

PRIORITY 2 RESULTS GROUP
Accountability & Inclusion
Co-Chairs (TBD):
[rotating biennially]

PRIORITY 3 RESULTS GROUP
Collective Advocacy
Co-Chairs (TBD):
[rotating biennially]

PRIORITY 4 – RESULTS GROUP
Humanitarian-Development Collaboration
Co-Chairs (TBD):
[rotating biennially]

PRIORITY 5 RESULTS GROUP
Humanitarian Financing
Co-Chairs (TBD):
[rotating biennially]

IASC Secretariat

IASC associated entities *

* The Inter-Agency Humanitarian Evaluation Group (IAHE), Global Cluster Coordination Group (GCCG), Humanitarian Programme Cycle Steering Group (HPCSG) and Reference Group on Gender and Humanitarian Action, Reference Group on Mental Health and Psycho-Social Support

Annex 2

IASC Normative Structures

IASC OPERATIONAL POLICY AND ADVOCACY GROUP (OPAG)

The Operational Policy and Advocacy Group (OPAG) serves as forum driving the normative and strategic policy work of the IASC, including on system-wide policy matters with a direct bearing on humanitarian operations. It is responsible for overseeing the work of the Results Group on behalf of the IASC Principals.

Co-chaired by two members of the Deputies Forum (to be identified as of 20 February 2019), the OPAG will comprise a representative from each IASC member, at Director level.

Responsibilities include:

- developing policies and guidance in line with strategic decisions and requests made by the IASC
- establishing and overseeing the work of the Results Groups
- collaborating with the Emergency Directors Group (EDG) in identifying and elaborating policy matters with direct bearing on humanitarian operations
- reviewing guidelines produced by inter-agency bodies outside of the formal IASC structure (after vetting by the IASC secretariat)

IASC RESULTS GROUPS

Technical experts from the IASC members come together in Results Groups to tackle policy challenges under the IASC Strategic Priorities. They work to develop common narratives and policies and to establish best practice using their collective expertise. IASC Results Groups are tasked to meet quarterly but in practice do so more frequently. They report on their progress and outputs to the Operational Policy and Advocacy Group, who can recommend that their guidance is endorsed by the IASC as an IASC Product.

The five IASC Results Groups are timebound and responsible for delivering the agreed normative/system-wide outputs under each of the five IASC Strategic Priorities for the biennium. Their support may also be sought to review guidelines produced by inter-agency bodies outside of the formal IASC structure, after vetting by the IASC secretariat. The five Results Groups report to the Operational Policy and Advocacy Group (OPAG), with strong linkages to the Emergency Directors Group to ensure that their work is reflective of and responsive to field needs and realities.

Each Results Group comprises representatives with substantive and technical knowledge of the relevant area and is co-chaired by two IASC members, nominated by IASC members, in two-yearly rotation.

- Results Group 1: Operational Response
- Results Group 2: Accountability and Inclusion
- Results Group 3: Collective Advocacy
- Results Group 4: Humanitarian-Development Collaboration
- Results Group 5: Humanitarian Financing

More information about the IASC can be found at
interagencystandingcommittee.org | Twitter: @iascch | Facebook: FriendsofIASC

Annex 3

Terms of Reference for
IASC secretariat Focal Points (and their respective teams) for Results Groups

The IASC is supported by a secretariat responsible for monitoring the implementation of its decisions, and for supporting the Chairs of the IASC bodies in highlighting and fostering coherence and coordination among the IASC Principals and their four subsidiary bodies - the Deputies Forum; the Operational Policy and Advocacy Group (OPAG), supported by the five Results Groups and entities associated with the IASC; and the Emergency Directors Group (EDG).

With regard to the Results Groups, which are timebound subsidiary bodies responsible for delivering the agreed normative outputs under each of the IASC Strategic Priorities for the biennium (currently five SPs for 2019-2020), the IASC Secretariat Focal Points will also have responsibility for:

- supporting the co-Chairs in highlighting and fostering connectivity between the Results Groups and the OPAG;
- supporting the co-Chairs in monitoring the implementation of decisions, delivering on assigned tasks, and reporting bi-annually to the OPAG;
- supporting the co-Chairs in ensuring collaboration and synergies between Results Groups and associated entities while avoiding duplication;
- support the co-Chairs in collaborating, where relevant, with entities beyond the IASC;
- scanning and identifying emerging issues requiring a system-wide response, and that may form part of future agenda items for the IASC;
- undertaking substantive research and consultation and providing substantive and other inputs as may be required in the preparation Results Group and other IASC meetings;
- guiding or contributing to the preparation of written contributions for the IASC e.g. draft background papers, analysis, sections of reports and studies, etc.
- supporting the co-Chairs in proactively maintaining communication channels amongst IASC members organizations, among Results Groups and OPAG;
- fostering and supporting the integrated and coordinated preparation of and follow-up to Results Group decisions, including preparing an annual work plan for the IASC based on decisions taken by its various structures;
- Alert the Chief of the IASC Secretariat and OPAG co-Chairs on potential concerns and challenges in the implementation of assigned tasks and outputs;
- supporting the co-Chairs in facilitating preparations for each meeting of the Results Group and disseminating minutes and records of meetings and decisions taken.