

## United Nations JPO Programme



### TERMS OF REFERENCE 22P160

#### Junior Professional Officer (JPO)

##### I. General Information

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Title:

JPO in Humanitarian Affairs

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):  
Humanitarian Affairs

Organization/Office:

United Nations / OAD / OCHA oPt

Duty Station:

Gaza, oPt

[Non-Family Duty Station: yes ☐ / no ☒

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

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Title of Supervisor:

Senior Humanitarian Affairs Officer, Head of Gaza sub office

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 Expectation**

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Under the guidance and supervision of the Head of Gaza sub-office, the JPO in Humanitarian Affairs will support the core coordination functions and activities in Gaza/oPt. S/he will be assigned certain tasks to lead and is expected to set deliverable goals.

Within the terms of the organizations' delegated authority and under the direct supervision of the Head of Gaza sub-office the JPO will:

- Assist the Head of Gaza sub-office in leading OCHA field coordination functions by producing summaries of key operational developments, issue policy background notes, briefing documents or other analysis related to humanitarian coordination, funding, and operational issues in Gaza/oPt.
- Support the Gaza field coordination team; among other duties, participate in regular field coordination meetings, ensure follow-up action points, and assist in liaison of counterparts. Travel in the oPt as requested/required.
- Support national-level and Gaza specific Inter-Cluster Coordination by assisting in preparations for the monthly meetings and actively following up with Cluster Coordinators and other Inter Cluster Coordination Group members on action points, as required/requested.
- Contribute to preparedness coordination, including contingency planning; participate in associated discussions and meetings, draft agreements and plans, conduct mapping of capabilities, etc.
- Assist in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise and views on specific humanitarian-related subjects/issues; serve as reporter to such events.
- Assist in the production of written materials, including appeals for international assistance, when requested.
- Maintain awareness of current humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in the oPt.
- Other duties as required/requested.

### **IV. Qualifications and Experience**

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Education:

Advanced university degree (Master's Degree) in political and/or social science, international relations, public administration, law, economics, engineering, earth sciences or related fields is required. 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 preparedness, crisis/emergency relief management, rehabilitation, development or other related areas is required. Experience in information analysis is required.
- Experience in international agencies' operations related to humanitarian assistance is desirable
- Experience with the UN system is desirable.
- Experience the oPt context is desirable.



Languages:

Excellent spoken and written English required. Knowledge of Arabic is desirable.

**Other skills:**

- Computer literacy., fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, internet, etc.
- Excellent drafting, formulation, reporting skills;
- Ability to work with multi-cultural teams and international professionals.
- Ability to work with limited supervision and under stressful conditions.
- Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**UN competencies:**

- Professionalism: Advanced knowledge of the use of information management to improve the delivery of humanitarian assistance; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated UN response; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); very good knowledge of institutional mandates, politics and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UN system; Ability to coordinate the work of others, work to tight deadlines and other handle multiple concurrent projects/activities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- 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
- Technology awareness: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

**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. Learning Elements

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

- Understand OCHA's approach to facilitating operational field coordination and provide operational policy coordination support for an ongoing humanitarian response.
- Assist in the development of humanitarian policies and joint strategic approaches required for the provision of a coherent, effective and cost-efficient humanitarian response.
- Maintain a watching brief on relevant humanitarian information and convey pertinent facts on developments to OCHA decision makers, the Humanitarian Coordinator, and the Humanitarian Country Team.
- Fully understand the OCHA mandate and areas of comparative advantage within the international humanitarian community and understand how to contribute to the successful fulfillment of that mandate, in a manner contextualized to the local situation.
- Prepare appropriate, high quality information and analytical products for use by various entities within the UN system.
- Gained familiarity with a range of current issues in humanitarian work; these could include, *inter alia*, improved needs assessments and use of data as an evidence base; multi-year planning and funding; prioritization of appeals; improved participation of affected people; use of cash.
- Understand and promote UN values, which the JPO will have learned by completing a list of mandatory training programmes (i.e. sexual harassment in the workplace, etc).

## VI. Background Information

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The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to:

- Mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies.
- Advocate the rights of people in need.
- Promote preparedness and prevention.
- Facilitate sustainable solutions.

The OCHA Office in the occupied Palestinian territory has responsibility for inter-agency coordination in complex emergencies and in natural disasters. In the context of the deteriorating humanitarian situation in the occupied Palestinian territory (oPt), the OCHA Country Office in the occupied Palestinian territory (oPt) has the responsibility for mobilizing and coordinating effective and principled humanitarian action in partnership with national and international actors in order to address the ongoing humanitarian situation in the Gaza Strip and the West Bank, including East Jerusalem. Reflecting its key responsibilities, the OCHA oPt is structured with separate Units for Coordination, Humanitarian Financing, and Communication and Advocacy; with a Field Office in the Gaza Strip, and a Field Units in Hebron, Nablus and Ramallah. The JPO in Humanitarian Affairs will be part of the Field Office in the Gaza Strip. The JPO in Humanitarian Affairs is expected to interact and cooperate with a broad range of UN agencies, national and international humanitarian Civil Society Organizations, donor representatives and Palestinian governmental actors.

The OCHA oPt office has a total number of 9 international staff and 43 national staff. In addition, there is one international UN Volunteer and 6 national UN Volunteers.

The JPO in Humanitarian Affairs will be working within the OCHA Gaza sub-office. The Gaza sub-office consists of 1 international staff, 6 national staff and 1 national UNVs.

