

Vacancy announcement

UN JPO Programme

JPO in Humanitarian Affairs (Coordination)

United Nations, Office for the Coordination of Humanitarian Affairs (OCHA), CMCoord and Humanitarian Response Coordination Unit



Closing date
8 April 2024
6pm EST New York

Vacancy Announcement # 23P168

I General information

Title:	JPO in Humanitarian Affairs (Coordination)
Sector of Assignment:	Coordination
Country:	Niger
Location (City):	Niamey
Agency:	United Nations, Office for the Coordination of Humanitarian Affairs (OCHA), CMCoord and Humanitarian Response Coordination Unit
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P2 step 1 in the first year

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of Belgium and is addressed exclusively to candidates with Belgian citizenship.

Candidates must be born on or after 01/01/1992. More information on the Belgian JPO Programme can also be found on the following website: <https://diplomatie.belgium.be/nl/werken-voor-fod-buitenlandse-zaken/young-professionals/junior-professional-officer>

II Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Assist the OCHA Office in Niger in strengthening humanitarian coordination and advocacy mechanisms and strategies regarding the Flagship initiative.
- Organize and support access and nexus meetings and workshops, take notes and prepare minutes, or as required.
- Support reporting on Flagship initiative and Coordination, including access and nexus.
- Ensure the establishment of mechanisms for the collection and processing of humanitarian information from partners and ensure the regular dissemination of information using the required channel.
- Participate in any process of collective responsibility towards affected populations (PAA) and community engagement; support the implementation of activities that promote the participation of affected populations at all stages of the response: during needs assessments, planning processes, implementation of activities and monitoring and evaluation exercises for Flagship initiative
- Facilitate exchanges and interaction between humanitarian actors and government authorities.
- Participate in the preparation of the overall work plan of the OCHA Niger office and support in the implementation of said work plan.
- Performs any other task within his/her competence as required.

III Training component: Learning elements and expectations

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

- Maintain regular and essential communication between reference Core and other coordination mechanisms by sharing and implementing recommendations and decisions.
- Co-facilitate intersectoral meetings at the sub-national and communal level to address operational issues and assume secretariat functions and ensure the flow of information to the reference core group.
- Facilitate the work of reference core group and provide field support as required, including joint assessment and monitoring of the response.
- Support the rapid response mechanism to ensure a rapid response if necessary.
- Support the establishment of local AAPWGs
- Raising awareness on the collective AAP approach to have a common reading of the people centered.
- Regular perception assessments and encouragement of humanitarian actors to maintain permanent contact with communities through both individual and collective mechanisms

IV Supervision

Title of Supervisor:

Head of CMCoord and Response Coordination Unit

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 his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance. Both will establish a calendar of weekly or monthly evaluation meetings within the first three months to ensure that the JPO is on track with the agreed workplan and has the needed support for achieving defined results. A midterm evaluation may help review and redefine certain goals, thus an important stage in the evaluation process.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in monitoring and Evaluation, project management, business administration, public administration, or related social sciences.

Working experience (incl. internships and volunteering):

A minimum of 2 years of relevant work experience in Monitoring and Evaluation and in project management or any related area.

Experience using a variety of monitoring and evaluation tools and methods for analysis desirable.

Languages:

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

Other skills:

- Excellent organizational skills.
- Excellent analytical skills.
- Excellent communication and drafting skills for effective reporting.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.);
- familiarity with database management.
- Excellent interpersonal skills; culturally and socially sensitive.

- ability to work inclusively and collaboratively with a range of partners.

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 & 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 client

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.

VI Background information on Agency/Department/Section

The Office for the Coordination of Humanitarian Affairs (OCHA) has been present in Niger since 2005, a year particularly marked by a serious food crisis. The focus for OCHA Niger in 2023 will be to respond to the humanitarian crisis and continue advocating for humanitarian coordination mechanisms to be adapted to ensure that they are fit for purpose to respond to the above challenges. Also, to strengthen its deep field presence in areas of acute humanitarian needs, if the security and access situation allows. Through its main office in Niamey, OCHA CO will promote and facilitate an inter-agency / inter-sectoral coordination of humanitarian action and response. It will support the Humanitarian Country Team and the inter-cluster coordination group, organize joint assessments, develop response plans, lead contingency planning, and co-chairs the working group, e.g., such as cash transfer, humanitarian access, etc. OCHA CO will also spearhead public information, advocacy efforts, and resource mobilization. It will support national and local capacities in coordinating humanitarian assistance and advocate for the greater involvement of development actors in addressing structural issues.

OCHA opened an antenna in Ouallam in 2018, a sub-office in Tillabéri opened in April 2019, and Maradi in October 2019 will support the relief efforts region. Sub-offices in Diffa, Maradi, Tillabéri, and Tahoua will coordinate efforts at the sub-national level amongst relief organizations and local authorities. The humanitarian situation of Agadez, Zinder, and Dosso will continue to be monitored respectively by the sub-offices of Tahoua, Maradi, and the Country office of Niamey.

The focus for the CO in 2023 will be to respond to the humanitarian crisis and continue advocating for humanitarian coordination mechanisms to be adapted to ensure that they are fit for responding to the challenges mentioned above. If the security and access situation allow, OCHA will strengthen its presence in deep field areas. Through its main office in Niamey, OCHA CO will promote and facilitate an inter-agency / inter-sectoral coordination of humanitarian action and response. It will support the Humanitarian Country Team and the inter-cluster coordination group, organize joint assessments, develop response plans, lead the planning process, and co-chair working groups, e.g., cash transfer, humanitarian access, etc. The CO will also spearhead public information, advocacy efforts, humanitarian planning, and resource mobilization.

Sub-offices in Diffa, Maradi, Tillabery, Tahoua, and the antenna in Ouallam and Torodi will coordinate efforts at the sub-national level amongst relief organizations and local authorities. The humanitarian situation of Agadez, Zinder, and Dosso will continue to be monitored by the sub-offices of Tahoua, Maradi, and the Country office of Niamey.

In 2023, OCHA in Niger will continue to adjust its staffing composition flexibly to adapt to the evolving crisis. In Niamey, the Head Office will continue to be supported by a Deputy Head of Office and the staff of the various units covering Access & HD nexus, CMCoord, Response Coordination, Information Management, Strategic Communication, Public Information, Strategic Planning, Humanitarian Financing, Advocacy, and Administration. More focus will be placed on strengthening the nexus approach and access monitoring. Also, AAP and gender will be streamlined throughout OCHA's coordination responsibility, and the capacity of partners will be reinforced in these areas. Localization will be supported, and the existing and new funding mechanisms, such as the Regionally hosted Pooled Fund, will be scaled up.

The 2023 Cost Plan maintains 55 positions: 12 international staff positions and 33 national staff. The main staff concentration will remain in Niamey, with Diffa, Maradi, Tahoua, and Tillabery as sub-offices. OCHA Niger will move staff periodically based on operational needs.

The selected candidate will be part of the CMCoord and Humanitarian Response Coordination Unit headed by an HAO P4 and 3 national HAOs. One of the objectives of the unit is to contribute to providing the humanitarian community with essential tools for better coordination between actors, to respond to humanitarian needs and to provide efficient and quality humanitarian assistance to populations affected by the crisis in Niger. (i.) Collect data and information on the nature and extent of the crisis; ii.) Facilitate evidence-based needs assessments; Establish and lead coordination mechanisms; including the AAP; iv.) Interface with local authorities and other stakeholders, v.) Facilitate access, and vi.) Leading rapid response mechanisms.

VII How to apply

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=10>

Applications must be received no later than **8 April 2024, 6pm (Eastern Time UTC-5, New York USA)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.