


Vacancy announcement		
UN JPO Programme		
JPO in Humanitarian Affairs		
United Nations Office for the Coordination of Humanitarian Affairs (OCHA) / Coordination Division / Inter-Agency Standing Committee (IASC) Secretariat		
		Closing date 27 July 2025 6 pm EST
<u>Vacancy Announcement # 24P221</u>		
I General information		
Title:	JPO in Humanitarian Affairs	
Sector of Assignment:	Humanitarian Affairs	
Country:	Switzerland	
Location (City):	Geneva	
Agency:	United Nations Office for the Coordination of Humanitarian Affairs (OCHA) / Coordination Division / Inter-Agency Standing Committee (IASC) Secretariat	
Duration of Assignment:	Initially 1 year (with possible extension for another year)	
Grade:	P2 step 1 in the first year	
Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by Finland and is addressed to candidates with Finnish citizens. Candidates must be max. 32 years old at the time of the application/closing date (<i>i.e. born on or after 28/07/1992</i>)		
II Duties, responsibilities and Output Expectations		
Within delegated authority and under supervision of the Humanitarian Affairs Officer, the Junior Professional Officer will be responsible for the following duties:		
<u>IASC OPERATIONAL POLICY AND ADVOCACY GROUP (OPAG)</u>		
<ul style="list-style-type: none">• 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, of the IASC secretariat, when necessary and/or requested;• Support the organizing of the IASC OPAG meetings and the follow-up;• Advise and support the 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 PRIORITY ON PEOPLE-CENTRED APPROACH i.e. solutions (protection and HDPN) and localization

- Act as a back-up and support the IASC secretariat Focal Point for the IASC Strategic Priorities including flagging issues to the Head, IASC secretariat as relevant;
- Support the leadership and technical structures for this IASC priority, fostering connectivity between IASC Subsidiary Bodies;
- Support monitoring and implementation of decisions, delivering on assigned tasks, and reporting back to the IASC Subsidiary Bodies;
- Liaise with the IASC technical leads for these priorities and support as relevant;
- Support in organizing meetings and convening different events and ensure follow-up;
- Perform and accomplish any other tasks to support the IASC secretariat Focal Point, to carry his/her tasks as outlined in the Terms of Reference for IASC secretariat Focal Points (and their respective teams);
- 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 other relevant technical working groups including their bi-annually reporting, to make sure the deadlines are met and Action Points are completed and reported;
- Distribute messages, requests and decisions from the IASC, IASC OPAG co-Chairs and/or the Head, IASC secretariat across others the system;
- Support with the preparation of talking points and briefing notes for the Head of the IASC secretariat's engagement in various fora;
- Perform any other tasks and accomplish any priority that might be additionally assigned.

III Training component: Learning elements and expectations

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 19 organizations listed below.

IV Supervision

Title of Supervisor:

OIC, IASC Secretariat

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 the JPO's performance.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in humanitarian affairs, political science, business administration, communications, management, economics or a related field is required.

Working experience (incl. internships and volunteering):

A minimum of 2 years of relevant work experience in humanitarian affairs, project or programme management, public information, communication, event management, administration or related area is required.

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 UN Secretariat. For this position, 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: 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; strong analytical capacity, strong research skills, including ability to evaluate and synthesize information from a variety of sources.

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 & 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.

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.

VII How to apply

Applicants should submit their application electronically directly to the Organization.

Please apply **online** via

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=6>

Applications must be received no later than **27 July 2025, 6:00 pm (Eastern Standard 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

VI Background information on Agency/Department/Section

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
<ul style="list-style-type: none"> • International Organisation for Migration (IOM); • United Nations Children's Fund (UNICEF); • 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); • United Nations Entity for Gender Equality and the Empowerment of Women (UN Women); • World Food Programme (WFP); • Food and Agriculture Organization (FAO); • World Health Organization (WHO); • Office for the Coordination of Humanitarian Affairs (OCHA); • Office of the High Commissioner for Human Rights (OHCHR); 	<ul style="list-style-type: none"> • Inter-Action (more than 220 members); • International Council of Voluntary Agencies (ICVA, 16 members); • International Committee of the Red Cross (ICRC); • International Federation of the Red Cross (IFRC); • United Nations 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.

The Five IASC Strategic Priorities:

- Operational Response
- Accountability and Inclusion
- Collective Advocacy
- Humanitarian-Development Collaboration
- Humanitarian Financing

The IASC regularly reflects on its priorities and ways of working to ensure that it can respond effectively and efficiently to evolving needs and challenges that strengthen the effectiveness and efficiency of collective humanitarian action, specifically to save lives and reduce suffering.

The IASC strategic priorities set out the strategic framework of the IASC and reflects the collective commitment to deliver humanitarian assistance and protection.

Currently the IASC is undertaking consultations with members and partners to inform its focus and ways of working.

For more information on the IASC, its Strategic Priorities, consultations, timelines kindly see the IASC website <https://interagencystandingcommittee.org/inter-agency-standing-committee/iasc-strategic-priorities-2022-2024>.