

Vacancy announcement

UN JPO Programme

JPO in Humanitarian Affairs

United Nations

Office for the Coordination of Humanitarian Affairs

(OCHA)/ HFRMD/ Partnerships and Resource Mobilization

Branch (PRMB)/ Donor Relations Section(DRS)



Closing date
9 August 2024
11:59pm KST

Vacancy Announcement # 23P040

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)/ HFRMD/ Partnerships and Resource Mobilization Branch (PRMB)/ Donor Relations Section(DRS)
Duration of Assignment:	The initial appointment is for 1 year, renewable based on performance and availability of funds.
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 the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:

<https://UNrecruit.mofa.go.kr>

II Duties, Responsibilities and Output Expectations

Under the overall guidance of the Head of Desk, the JPO will support the activities related to the relationship management with the Republic of Korea and other OCHA donors. The main duties and responsibilities are to:

1. Act as the primary focal point and relationship manager for the Republic of Korea and other donors under the supervision of the Head of Desk and seek to maximize funding opportunities for OCHA's Programme, CERF and CBPFs.
2. Support the Section in its day-to-day responsibilities towards the Republic of Korea and other assigned Government donors via the Permanent Missions with regard to relationship management and fundraising.
3. Support building, maintaining and strengthening broad partnerships with non-governmental stakeholders in the Republic of Korea, such as with civil society organizations, academia, philanthropies and private sector entities.
4. Work with DRS' Donor Visibility Unit and relevant sections in OCHA to support OCHA's visibility, recognition and communication efforts for the Republic of Korea and other donors, including domestic audiences.
5. Ensure a continuous exchange of information on OCHA's priorities and achievements with the Republic of Korea and other assigned Government donors and provide timely updates on their priority areas.
6. Support the preparation of various donor missions or strategic donor consultations led by senior management and participate in visits to donor capitals.
7. Support the development of specific and tailor-made strategies for OCHA's donor partnership with the Republic of Korea and other assigned donors as relevant.
8. Support as necessary management and/or preparation for the OCHA Donor Support Group, the CERF Advisory Group and the Pooled Fund Working Group.
9. Performs other duties as required.

III Training component: Learning elements and expectations

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

- Gain knowledge of key humanitarian issues related to global humanitarian funding.
- Demonstrate understanding of donor funding structures and requirements; OCHA's Programme budget and OCHA managed pooled funding mechanisms.
- Prepare appropriate, high quality information and analytical products to inform OCHA's fundraising.
- Fully understand the OCHA mandate and areas of comparative advantage within the international humanitarian community.
- As part of the UN system, all UN staff are required to complete a list of mandatory training programmes.

IV Supervision

Title of Supervisor:

Head of Desk, DRS

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.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in International Relations / Political Science or related field. 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 (incl. internships and volunteering):

A minimum of 2 years of relevant work experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management or related area, preferably involving fundraising

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of Korean 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;

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

Organizational Structure:

The Office for the Coordination of Humanitarian Affairs (OCHA) has its headquarters in New York and Geneva. OCHA was created in late 1997 as a result of the Reform of the United Nations and as of 1 January 1998 replaced the Department for Humanitarian Affairs (DHA) which in turn was created as a result of General Assembly resolution 46/182. It is expected that OCHA will continue to exist in its current format, with the overwhelming majority of its expenditures covered from extra-budgetary resources.

The Donor Relations Section is part of the Partnerships and Resource Mobilization Branch based in Geneva. DRS has approximately 20 staff and is divided into four Desks, the Donor Visibility Unit and the Grant Management Unit. The Section is responsible for the activities related to donor relations at large and resource mobilization for OCHA and the pooled funds (the Central Emergency Response Fund and Country-based Pooled Funds).

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2024 (Born on or after Jan. 1, 1992) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.

*

- one year will be extended for those who served for less than one year
- two years will be extended for those who served for more than one year and less than two years
- three years will be extended for those who served for two years or more

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://owa.undesa.it/oasrok/>

*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **9 August 2024 (11:59pm KST)**.

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

Only short-listed candidates will be contacted thereafter.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter in English (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register in English
- A copy of the university degree (Bachelor's/ Master's degree) certificate in English

- A certificate of English language proficiency test certificate. Please note that test scores are valid for 2 years after the test date. Applicants should score a minimum of
 - (1) TOEFL iBT 100 or
 - (2) TEPS 430 or
 - (3) IELTS 7 or
 - (4) TOEIC 900
 - TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted
 - IELTS General Training and Academic test are both accepted
- Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation.
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]