


Vacancy announcement		
UN JPO Programme		
JPO in Humanitarian Affairs		
United Nations United Nations Office for the Coordination of Humanitarian Affairs (OCHA), Assessment, Planning and Monitoring Branch (APMB), Needs and Response Analysis Section (NARAS)		
		Closing date 1 August 2025 11:59pm KST
<u>Vacancy Announcement # 24P218</u>		
I General information		
Title:	JPO in Humanitarian Affairs	
Sector of Assignment:	Humanitarian Affairs	
Country:	Switzerland	
Location (City):	Geneva	
Agency:	United Nations United Nations Office for the Coordination of Humanitarian Affairs (OCHA), Assessment, Planning and Monitoring Branch (APMB), Needs and Response Analysis Section (NARAS)	
Duration of Assignment:	The assignment is intended for a minimum duration of 2 years. The initial appointment is for 1 year, renewable based on performance and availability of funds. A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.	
Grade:	P2 step 1 in the first year, P2 step 2 in the second 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		
Within delegated authority, the Junior Professional Officer will be responsible for the following duties:		
Coordination of needs assessments and analysis		
<ul style="list-style-type: none">• Support the planning, collection and analysis of multisectoral data and information to estimate humanitarian needs and their severity. This includes technical backstopping to ensure that robust methodologies are applied and produce accurate, consistent and comparable analyses of humanitarian needs.• Support the development of appropriate methods for obtaining and analysing relevant data on humanitarian needs, including training on, and coordination of the process with agencies and clusters.• Provide inputs to analysis reports, including annual country Humanitarian Needs Overviews (HNOs). Directly assist a number of OCHA Country Offices (2-4), and act as back-up for others (e.g. 2-4)• Contribute to global initiatives aiming to strengthen the quality and relevance of humanitarian needs analysis through the Joint Intersectoral Analysis Framework (JIAF). This may include inputs to capacity strengthening efforts (training packages, knowledge management), research related to needs assessment and analysis, linkages between humanitarian and development analyses, severity of needs analysis.		
Field missions (as appropriate)		
<ul style="list-style-type: none">• Undertake field missions to provide hands-on support in the preparation and drafting of humanitarian programme cycle outputs, the HNO, the HRP and similar exercises, as well as in surge deployments.• Support the design, execution and analysis of operational needs assessments.		

III Training component: Learning elements and expectations

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

- Understand humanitarian programme cycle tools and methodology
- Provide relevant and timely technical advice to OCHA and partner staff on the conduct of humanitarian needs assessment and inter-sectoral needs analysis
- Gain hands-on experience in the coordination of humanitarian needs assessments and analysis, including in the field
- Facilitate and deliver capacity building sessions e.g. as part of face-to-face trainings, webinars and coaching
- Draft reports, notes and other documents in a concise and audience-adapted manner
- Revise documents to a high standard of quality, particularly the Humanitarian Needs Overviews
- Sharpen his/her analytical skills and attention to detail, including in situations of high pressure
- Understand inter-agency and cluster coordination mechanisms, the linkages with global initiatives, and the work of OCHA and its challenges

IV Supervision

Title of Supervisor:

Humanitarian Affairs Officer

Content and Methodology of Supervision:

On-the-job training on the humanitarian programme cycle, particularly needs assessment and analysis coordination with agencies and clusters; daily/weekly guidance; regular exchanges on achievements and challenges at and in-between performance appraisal periods – intensity of supervision will vary according to the experience of the Associate Expert and his/her learning curve/time with the organization but will likely entail weekly meetings at the minimum, a mid-term review and a final assignment discussion.

Establishment of a Work Plan

During the first month of the assignment, the Associate Expert will work jointly with his/her direct supervisor to finalize a work plan. The final work plan will be discussed and mutually agreed to by the Associate Expert and his/her supervisor and by the Section's Chief.

Evaluation

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

V Required Qualifications and Experience

Education:

Advanced university degree in humanitarian affairs, economics, social/political sciences, economics, engineering, earth sciences or a related. A first-level university degree in combination with two years qualifying experience may be accepted in lieu of the advanced university degree.

Work experience (incl. internships and volunteering):

At least 2 years of relevant professional work experience.

Prior relevant work experience involving humanitarian needs assessments is desirable.

Languages:

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

Other Skills:

- Excellent analytical and writing skills
- Excellent Word/Excel skills

- GIS and data visualization skills desirable
- Statistical software skills desirable

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

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

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 Assessment, Planning and Monitoring Branch in OCHA Geneva facilitates and supports the development of policies, procedures, tools and technical guidance for the humanitarian community on the key elements of the humanitarian programme cycle. These elements include preparedness, coordinated assessments, joint planning, systemwide resource mobilization and response monitoring. The branch also deploys technical support missions to the field to strengthen the ability of Resident and Humanitarian Coordinators, Humanitarian Country Teams, clusters and OCHA to effectively manage the humanitarian programme cycle.

APMB currently comprises three sections: The Needs and Response Analysis Section (NARAS), the Monitoring and Tools Section (MATS) and the System-Wide Approaches and Practices Section (SWAPS). Together the three sections support more targeted and efficient responses to humanitarian crises, covering all areas from needs assessments and response planning to monitoring, the tools that support these processes. The Branch helps manage system change and the integration of initiatives such as multi-purpose cash, localization, strengthened intersectoral needs analysis and humanitarian-development collaboration into humanitarian response.

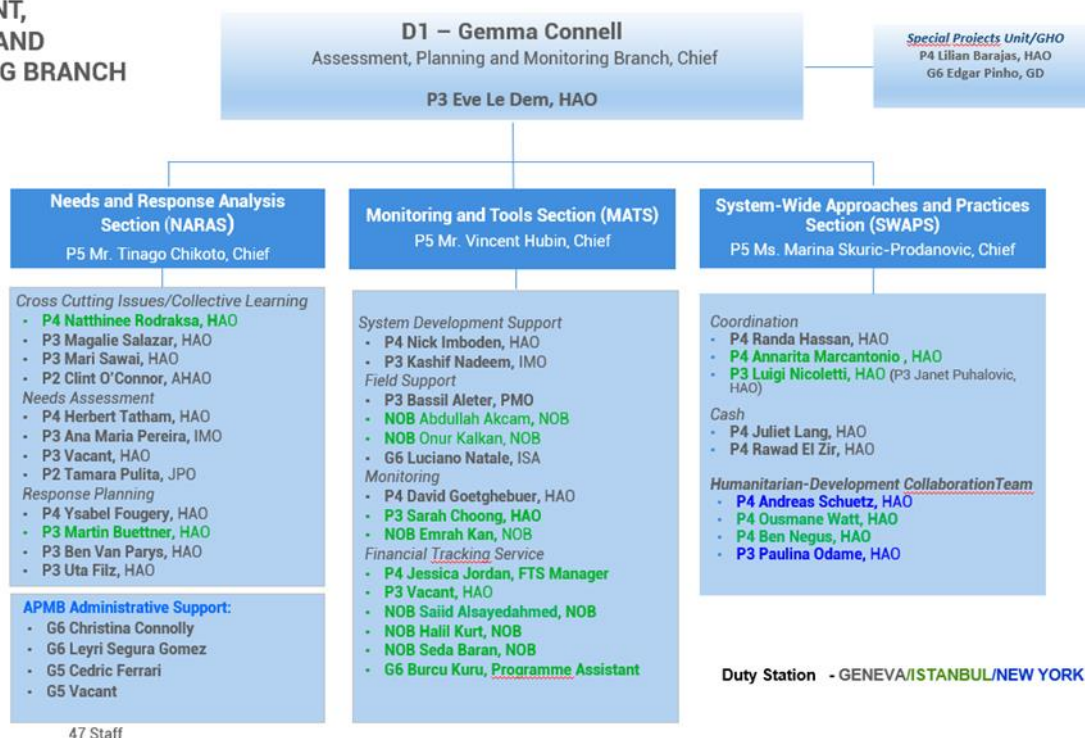
APMB comprises 47 staff: 35 international and 12 national staff, serving in three duty stations (Geneva, New York and Istanbul). NARAS comprises 13 staff international staff, serving in 2 duty stations (Geneva and Istanbul).

The Needs and Response Analysis Section (NARAS) assists humanitarian response actors to reach a common understanding of needs and of their severity, in order to guide strategic planning, response prioritization, monitoring and resource mobilisation efforts. In particular NARAS: designs and strengthens the way in which the situation and needs of crisis-affected people are jointly analysed inter-sectorally, priorities identified, and responses planned multi-sectorally; supports the production of the evidence base for collective humanitarian response, and for joint analysis between humanitarian, development and peace actors; updates or produces relevant normative material on humanitarian needs assessments and analysis, and response planning; builds OCHA Country Offices' staff and partners' capacities on coordinated, multi-sectoral needs assessments and analysis, and response planning; engages with external agencies on needs assessment, analysis and planning matters, including – but not limited to – representing OCHA as co-convenor of the Grand Bargain on Needs

Assessment, leading the Joint Intersectoral Analysis Framework (JIAF) Steering Committee and Joint Intersectoral Analysis Group (JIAG), and participating in other partnerships and working groups.

ASSESSMENT, PLANNING AND MONITORING BRANCH (APMB)

June 2024



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 2025 (Born on or after Jan. 1, 1993) (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 **1 August 2025 (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 copy 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.]