

United Nations JPO Programme



TERMS OF REFERENCE

24P020

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Programme Management (Early Warning and Risk Knowledge)

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Programme Management, Disaster Risk Reduction

Organization/Office:

United Nations / United Nations Office for Disaster Risk Reduction (UNDRR) Regional Office for Africa

Duty Station:

Nairobi, Kenya

[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

Title of Supervisor:

Deputy Chief, Regional Office for Africa

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. There will be bi-monthly meeting with the supervisor, in addition to annual performance review.

III. Duties, Responsibilities and Output Expectations

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

- Supports policy and analysis and programme coordination and delivery for UNDRR in Africa as a member of the Early Warning and Risk Information Team, including the implementation of Pillar One of the United Nations Secretary-General's Early Warning for All initiative on Risk Knowledge and support to the African Union and Regional Economic Commissions to implement the Africa Multi-Hazard Early Warning System programme.
- Work with the United Nations system and regional partners and stakeholders to integrate disaster risk reduction into humanitarian programming across Africa.
- Support the Regional Office for Africa in organizing the 2024 Regional Platform for Disaster Risk Reduction and relevant sessions at the 2025 Global Platform for Disaster Risk Reduction.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in development, social and environmental sciences, disaster risk reduction, climate change or a related field is required.

Work experience:

A minimum of 2 years of relevant work experience in project/programme management, sustainable development or related area is required. Experience in disaster risk reduction, climate change, early warnings and risk knowledge is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of other official language spoken in the region is desirable.

Other skills:

Experience in the use of computers and proficiency in office software and packages, as well as good knowledge of and experience in handling web-based management systems.

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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

V. Learning Elements

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

- Write assessment reports
- Effectively implement projects related to disaster risk reduction
- Organize and convene capacity building and training workshops for governmental and non-governmental stakeholders
- Draft DRR related communications and knowledge products
- Present on UNDRR priorities and programs in the Africa
- Coordinate stakeholders and undertake effective event management

VI. Background Information

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNDRR) is the designated focal point in the United Nations system for the coordination of efforts to reduce disasters and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in both developed and less developed countries. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction (SRSG), UNDRR has over 140 staff located in its headquarters in Geneva, Switzerland, and in regional offices. Specifically, UNDRR guides, monitors, analyses and reports on progress in the implementation of the Sendai Framework for Disaster Risk Reduction 2015-2030 (Sendai Framework), supports regional and national implementation of the Framework and catalyses action and increases global awareness to reduce disaster risk working with UN Member States and a broad range of partners and stakeholders, including civil society, the private sector, parliamentarians and the science and technology community.

The Sendai Framework for Disaster Risk Reduction 2015-2023 was adopted at on March 18, 2015, at the World Conference on Disaster Risk Reduction held in Sendai, Japan.

The Sendai Framework established a clear mandate for building resilience to disasters as a common denominator across the 2030 Agenda. Disaster Risk Reduction is associated with at least 10 of the Sustainable Development Goals, inherent in the Addis Ababa Action Agenda, the Paris Agreement on climate change and the Agenda for Humanity. The implementation of the Sendai Framework is a critical investment that delivers a risk-informed 2030 Agenda and is effectively reducing humanitarian needs.

UNDRR is working to directly link the Sendai Framework Monitoring instrument and global and regional platforms for disaster risk reduction to the monitoring and reporting on the 2030 Agenda. UNDRR is leading the UN thinking on the integration and coherency between disaster risk reduction and the 2030 Agenda. Delivering for example, through the facilitation of the revised UN Plan of Action for Disaster Risk Reduction for Resilience; producing and disseminating risk information including development of national disaster loss data bases for risk-informed decisions; and mobilizing partnerships that deliver co-benefits across the 2030 Agenda.

UNDRR has five regional offices – in Asia (Bangkok), Africa (Nairobi), Europe (Brussels), Arab States (Cairo) and Americas and the Caribbean (Panama) – and the UNDRR Headquarters in Geneva. UNDRR also maintains a UN



Headquarters liaison office in New York, a liaison office in Bonn and field presences in Kobe, Suva, Incheon and Almaty.

UNDRR's vision is anchored on the four priorities for action set out in the Sendai Framework: understanding disaster risk, strengthening disaster risk governance to manage disaster risk, investing in disaster risk reduction for resilience, and enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.