

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO) 24P230

I. General Information

Title: JPO in Guidance, Learning and Knowledge Management

Sector of Assignment: Humanitarian Affairs

Organization/Office:

United Nations Office for the Coordination of Humanitarian Affairs (OCHA) / Guidance Learning and Reporting Section (GLRS) in Pooled Fund Management Branch (PFMB)

Duty Station:

New York, USA

Duration:

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.

II. Supervision

Title of Supervisor:

Humanitarian Affairs Officer/Head of Guidance and Learning 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 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.

Supervision will also include weekly meetings with the supervisor and quarterly performance discussions.

III. Duties, Responsibilities and Output Expectations

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

1. Knowledge management and dissemination

- Support operationalizing the new knowledge management and learning framework for OCHA-

- managed Pooled Funds.
- Establish and manage the knowledge management portal for OCHA-managed Pooled Funds.
- Collaborate closely with CERF and CBPF sections to establish and manage a dynamic inventory of policy and guidance materials on OCHA-managed Pooled Funds.
- Support the unit in expanding the network of partnerships for learning with academia, think tanks, research centers, and other institutions.
- Conduct research and horizon scanning of relevant fora to tap into diverse sources of knowledge relevant to the management of OCHA's Pooled Funds.
- Support in disseminating the knowledge and learning on OCHA-managed Pooled Funds, including the development of information products, and means of learning methodology including, but not limited to, webinars.
- Support the roll out of communities of practice for deeper collaboration and knowledge exchange on OCHA-managed Pooled Funds.
- Keep abreast of innovations in CERF, CBPFs, OCHA, and the wider humanitarian community to identify learning opportunities and support learning studies.

2. Strategic and operational policy development

- Analyze and interpret new learning and identify opportunities to integrate it into the policy and guidance documents on OCHA-managed Pooled Funds to ensure that the Funds remain aligned with evolving global humanitarian landscape.
- Assist in developing new policy and guidance for OCHA-managed Pooled Funds.
- Collaborate with CERF and CBPF sections to develop operational guidance documents for Pooled Fund stakeholders such as OCHA Senior Management, Fund Managers, Partners etc.
- Keep abreast of innovations in CERF, CBPFs, OCHA, and the wider humanitarian community to identify opportunities that may require policy development/revision.

3. Innovations and general support

- Develop and roll out innovations and guidance leading to improving efficacy of OCHA-managed Pooled Funds.
- Support the roll-out of After-Action Review methodology in collaboration with CERF, CBPF and OCHA Country Offices.
- Support internal communication promoting the work of Guidance and Learning team within CERF, CBPF, and wider OCHA.
- Support the Guidance and Learning team in all other tasks as required.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in international affairs, political affairs, public management or other related fields.

Work experience:

A minimum of 2 years of relevant work experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related areas is required.

Languages:

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

Other skills:

Strong analytical and writing skills.

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

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

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

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 extensive knowledge on how OCHA-managed Pooled Funds operate, what is their role in the humanitarian financing architecture, and how they evolve to remain fit for purpose. The JPO will also gain experience in developing policy and guidance, managing knowledge, and rolling out innovations.

VI. Background Information

The United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is part of the United Nations Secretariat with the mission to coordinate global humanitarian responses to ensure timely and effective assistance to those affected by crises. It plays a pivotal role by bringing together various humanitarian actors to create a cohesive and well-planned response during emergencies. They champion the needs of crisis-affected populations, ensuring their voices are heard and that adequate funding and resources are mobilized.

Humanitarian financing is a core mandate of OCHA. It manages the Central Emergency Response Fund (CERF) and Country-Based Pooled Funds (CBPFs) which stand at the forefront of innovative and strategic responses to the world's most pressing humanitarian crises. Amid a landscape marked by conflict, climate change, and economic turmoil, nearly 300 million people are on the brink of disaster, in urgent need of assistance. OCHA-managed Pooled Funds are dedicated to saving lives, addressing critical humanitarian needs, and enhancing the efficiency and impact of humanitarian action globally. Combining CERF's rapid, global response capabilities with CBPFs' localized, context-specific approach, the Pooled Funds respond to needs and support solutions to collective, humanitarian challenges. They play a pivotal role in advancing key Inter-Agency Standing Committee (IASC) policy priorities towards the betterment of aid, prioritizing those most in need. Collectively, OCHA Pooled Funds channel some \$1.8 billion from national governments, foundations, and private individuals to the world's most vulnerable populations

The Guidance, Learning and Reporting Section (GLRS) within the Pooled Fund Management Branch (PFMB) of the Financing and Partnership Division (FPD) has a multifaceted mission to maximize the effectiveness of CERF and CBPF and help ensure that the Funds remain calibrated in line with the evolving humanitarian needs. It focuses on:

- Policy, guidance, and learning
- Reporting, advocacy, and partnerships
- Information management and data analytics

The JPO will support the workstream on policy, guidance, and learning. The team is led by a P4 Head of Unit, and



comprises of one P3 Humanitarian Affairs Officer, one P2 Associate Humanitarian Affairs Officer, and short-term specialist consultants.