



Junior Professional Officer (JPO) Operational Support Programme Analyst at the P2 Level, Geneva, Switzerland

I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States (U.S.) sponsors qualified U.S. citizens for employment in the United Nations Population Fund (UNFPA) Junior Professional Officer (JPO) Program.

You must be a U.S. citizen to apply.

Application Deadline:
August 15, 2024, 5:00 p.m. EDT

Application instructions below in
Section VIII.

These fully funded JPO positions strengthen the capacity of UNFPA and further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions at UNFPA and in other international and non-governmental organizations (NGOs).

II. General Information

Title: Programme Analyst, Operational Support

Organization/Office: Humanitarian Action

Duty Station: Geneva, Switzerland

Start Date Required: As soon as possible

Duration: One year, with possibility of a one-year extension

The USAID/BHA sponsored JPO will be an employee of UNFPA, not of the U.S. Government.

The UNFPA JPO Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

III. Duties, Responsibilities, and Output Expectations

For UNFPA to be effective in humanitarian action, the Humanitarian Response Division must proactively strengthen its capacity to plan, monitor and report, improve knowledge management and mobilize resources in the areas of sexual and reproductive health and rights, and prevention and response to gender-based violence, to track key deliverables and ensure appropriate follow-through with internal stakeholders and external partners. Under the overall

guidance of the supervisor, and working ion matrix arrangement with the Operations Specialist, the JPO will undertake the following duties:

- Support the day-to-day operations of the External Relations Unit (ERU) within HRD, serving as the main focal point for the engagement with implementing partners, in line with applicable UNFPA policies and procedures. This includes the participation in implementing partners selection, workplan design and revision and FACE forms preparation and review, as well as the management of Agency-to-Agency contribution agreements in the case of partnerships with other UN agencies.
- Liaise with the Administration and Management Support Unit (AMSU) for the effective recording of financial transactions, internal control and audit follow-up, with special emphasis on implementing partners.
- Provide analysis and support for the preparation of budgets for funding proposals and following up of the allocation and utilization of the budgets during project implementation.
- Support the monitoring of financial performance, by providing necessary financial information and analysis, including implementation rate against indicators/results; detecting potential over/under expenditure problems and proposing remedial action.
- Participate in the monitoring of programmatic performance of the projects implemented by HRD, including through the participation of field offices, with an emphasis on the documentation and replication of lessons learned.
- Assist in the preparation of reports for internal and external audiences by conducting data collection and analysis as required by HRD, aiming at increasing the coherence between results frameworks, project design and reporting.
- Provide tailored technical and operational support to country offices affected by crisis based on identified gaps and needs, with a focus on quality control and standardization across multi-country and multi-regional interventions. Specific areas of support will focus on integrated programmatic interventions on SRHR, GBV, data, youth, communications, information management, monitoring and evaluation, access and security, and risk management.
- Organize and support preparation of written outputs, including background papers, response, analysis, input into oral briefings, reports and publications, written statements and talking points, in order to ensure style as well as substance are in line with office policy and direction.



- Perform other duties as required.

IV. Supervision

The Operational Support Programme Analyst is supervised by the M&E and Reporting Specialist in the Humanitarian Response Division

Content and methodology of supervision:

As part of the UNFPA JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Establishment of a work plan, with clear key results.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Easy access to the supervisor.
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness.
- Guidance and advice in relation to learning and training opportunities within the field of expertise.
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties.
- Annual performance appraisal and development with the supervisor (PAD).

V. Qualifications and Experience

Education:

Advanced degree in business administration, public administration, management, finance, social sciences, information technology or a related field.

Work Experience:

At least 2 years of relevant experience in administration, finance, project management or related areas.

Languages:



Fluency in English. Knowledge of other working languages of the UN is an asset.

Additional Desired Technical Skills:

- Strong analytical and strategic thinking skills
- Experience with quantitative analysis and use of spreadsheets
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds
- Self-starter, proactive and passion for UNFPA mandate.

UN Competencies:

Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing diversity in all its forms, Embracing change.

Core Competencies: Achieving results, being accountable, Developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, Communicating for impact

Functional Skill Set: Writing and editing, organizational skills, people skills, Microsoft Office, and Google.

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. Learning Elements

Upon completion of the two-year assignment, the JPO will:

- Be able to effectively support strategic planning processes.
- Develop quality briefing materials on a consistent basis, in consultation with internal stakeholders.
- Have strong knowledge of the international humanitarian system and the roles and responsibilities of different actors.
- Have excellent knowledge of UNFPA humanitarian mandate.

VII. Background Information



UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in Programme results. To find out more, click [here](#).

VIII. Application Instructions

The JPO program selection process is carried out jointly by USAID/BHA and UNFPA.

You must be a U.S. Citizen to apply. Applicants must be no older than 32 years of age as of December 31 of the year of application.

To apply please send the following to BHA.JPOCoordinator@usaid.gov:

1. completed [UN Personal History Statement \(PII\)](#);
2. resume (CV) and;
3. cover letter to explain your interest in this position.

Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple positions, please complete a Personal History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading. Please submit your application documents in PDF format when possible.



Due to the volume of applications received, only selected candidates will be contacted for an interview.

Application Details:

Please complete the PII thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references.

Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only. [You can find the PII form on the USAID/BHA Jobs website.](#)
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered.

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For more information please consult the [USAID/BHA Jobs website.](#)