

Junior Professional Officer (JPO) Humanitarian Affairs Officer at P2 level, Beirut, Lebanon

I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States sponsors qualified U.S. citizens for employment in the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) Junior Professional Officer (JPO) Program.

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

Application Deadline
(Extended):

These fully funded JPO positions strengthen the humanitarian coordination capacity of OCHA, 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 OCHA and in other international and non-governmental organizations.

II. General Information

Title: Humanitarian Affairs Officer
Organization/Office: OCHA/Coordination Unit
Duty Station: Beirut, Lebanon
Date Required: As soon as possible
Duration: Two year

III. Duties, Responsibilities, and Output Expectations

Under the supervision of the Head of Coordination Unit and delegated authority, the JPO will be responsible for the following duties:

- Supports monitoring, analysis and reporting on humanitarian developments, disaster relief/management or emergency situations in assigned area.
- Supports the preparation of studies on humanitarian, emergency relief and related issues.
- Assists in the preparation of regular situation papers/reports highlighting relevant operational factors affecting the humanitarian situation and response efforts.
- Assists in the preparation of various written reports, documents and communications, e.g. drafts sections of studies, background papers, policy guidelines, parliamentary documents, briefings, case studies, presentations, correspondence, etc.
- Assists in the preparation, implementation and monitoring of the Office's humanitarian work plan, usually expressed in the Lebanon Emergency Response Plan (ERP).

- Supports technical factors, such as nationwide multisectoral needs assessments to support the Humanitarian Needs Overview (HNO) joint analysis and People in Need (PiN) calculation.
- Support advocacy initiatives on issues impacting humanitarian needs and response efforts through the collection of information, liaison with humanitarian partners, government officials, the media, etc.
- Undertakes and provides support to technical assistance and other field missions, e.g. participates in field trips to undertake in-depth reviews of specific country work mechanisms.
- Support organization and participates in working groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Performs other duties as required.

IV. Supervision

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 the JPO's performance.

Weekly meetings with the supervisor where feedback will be provided.

V. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in political science, social science, public administration, international studies, economics, engineering, earth sciences or a 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:

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

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of Arabic is an advantage

**Other skills:**

Computer and Microsoft Office 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; 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

PLANNING AND ORGANIZING: 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

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.

VI. Learning Elements

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

- Draft reports on humanitarian developments, disaster relief/management or emergency situations.
- Draft flash and situation papers on operational factors affecting the humanitarian situation and response efforts, in collaboration with other units.
- Organize and understand the components of working groups, coordination meetings, consultations with other agencies and partners on humanitarian and emergency relief-related matters.
- Draft complex meeting minutes.
- Gain a greater understanding of the coordination humanitarian assistance in Afghanistan and of humanitarian coordination as a whole.



VII. Background Information

The position is located in the Operations and Advocacy Division (OAD), Office for the Coordination of Humanitarian Affairs (OCHA). OCHA is part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA also ensures there is a framework within which each actor can contribute to the overall response efforts.

OCHA's mission is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies; advocate the rights of people in need; promote preparedness and prevention and facilitate sustainable solutions.

The United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA)'s overall goal in Lebanon is to support the Resident/Humanitarian Coordinator (RC/HC) in her work to ensure a coherent and effective humanitarian response to all people in need in Lebanon, in line with the relevant humanitarian response frameworks in Lebanon. OCHA Lebanon's focus is to:

- Enhance coordination mechanisms at the strategic level, in support of the HC and the HCT to improve planning and monitoring of a joined-up response across all sectors;
- Under the purview of the HC and the HCT, coordinate the emergency humanitarian response to the economic crisis as per the Emergency Response Plan.
- Strengthen situational awareness in a fluid context, as well as the analysis of humanitarian needs, gaps and response;
- Mobilize flexible, predictable humanitarian funding; and,
- Advocate for improved protection and humanitarian access.

VIII. Application Instructions

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

The JPO Program selection process is carried out jointly by USAID/BHA and OCHA.

USAID and the United Nations believe 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.

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

1. completed UN Personal History Statement (P11) (see link below);
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 USAID/BHA-sponsored JPO positions, please complete a Personal



History Statement (P11) for each position and submit these to us in separate emails with the appropriate subject heading.

Application Details:

Please complete the UN Personal History Statement (P11) thoroughly. The P11 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 P11 has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The P11 must be completed in English only. [You can find the P11 form at USAID/BHA Jobs website.](#)
- You may leave the signature/date sections blank at this time. If selected for a JPO position, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered.

Application Deadline (Extended): Monday, May 20, 2024, 5:00 p.m. Eastern Daylight Time (EDT)

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