

**JPO 4**

<b>Directorate:</b>	DEVELOPMENT COOPERATION DIRECTORATE – DCDEV.PAEPR Unit
<b>Job title:</b>	<b>Junior Professional Officer (JPO) in Emergencies and Postal Resilience</b>
<b>Supervisor:</b>	Arab Region and Disaster Risk Management Programme Coordinator
<b>Required Educational degree:</b>	Master's degree in engineering, business or public administration, political science, international relations, development, social and environmental sciences, economics or a related field is required.
<b>Languages</b>	Fluency in English or French is required with a working knowledge of the other.
<b>Relevant experience</b>	With first level or advanced university degree, it will be preferable to have over one up to two years of relevant experience in project/programme management, partnerships, sustainable development or related area is required.
<b>Organizational Context:</b>	With its 192 member countries, the Universal Postal Union (UPU), a specialized agency of the United Nations, is the primary forum for cooperation between postal sector players. It helps to ensure a truly universal network of up-to-date products and services.
<b>Main duties:</b>	<p>Under the supervision of the Coordinator, participate as the “in charge” expert in the implementation of Congress decisions on disaster risk reduction and resilience for the postal sector, and in particular in the design of a sector wide policy and the dissemination of good practices and initiatives for Posts to make the postal sector more resilient to disasters.</p> <p>Contribute to the implementation of DRM initiatives and projects in different region; contribute to the provision of technical support to UPU members such as governments, DOs and other partners on disaster risk reduction planning and the implementation of the UPU Disaster Risk Guide at regional and countries' levels</p> <p>Facilitates capacity development and training programmes on disaster risk reduction, making DOs resilient and implementation of UPU Disaster Risk Reduction Guide at regional and countries' local levels.</p> <p>Supports partnerships with the local authorities, private sector, civil society and community-based organizations, the science and technology community, and other stakeholder groups in the different regions in order to maximize the postal sector resilient.</p> <p>Follows-up and monitors the voluntary commitments made by the UPU members, in close liaison with the voluntary commitments for the Emergency and Solidarity Fund.</p>

	<p>Carries out research on selected aspects of DRM programmes and other activities, etc., to include collecting, analyzing and presenting data and other information gathered from diverse sources. Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyses and interprets responses, identifies problems/issues and prepares preliminary conclusions.</p> <p>Provides administrative and substantive support to DRM workshops and other meetings, conferences, etc., including the drafting of meeting documents, proposing agenda topics, identifying and inviting participants, preparation of background documents and presentations, handling logistics, etc.</p> <p>Contributes to the preparation of various written outputs, e.g. draft projects, background papers, analytical notes, sections of reports and studies, inputs to publications, etc.</p> <p>Participates in field missions. Coordinates activities related to budget funding (projects preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports.</p>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Sound analytical skills and strategic negotiations skills.</li> <li>• Sound knowledge of project management techniques and financials analysis</li> <li>• Good writing skills</li> <li>• Knowledge of standard office software tools</li> <li>• Ability to work in multicultural environment.</li> <li>• Professionalism</li> <li>• Respect of diversity and ethics</li> </ul>