

16. A. JPO functional title: **Emergency Analyst**

Main sector of assignment: **Humanitarian Action, Humanitarian Response Division**

Duty Station: **Geneva, Switzerland**

The UNFPA Junior Professional Officer (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.

B. Supervision

Title of Supervisor: Emergency Response Specialist, P-4

C. Information for Donor Consideration

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?
Hands-on Experience in Emergency Response: Working on all scale-up/L3 crises provides invaluable hands-on experience in high-pressure situations, enhancing the JPO's capability in emergency response, coordination, and decision-making under stress. This experience is highly relevant and transferable across many UN agencies and positions that deal with crisis management and humanitarian response.
Policy and Guidance Development: Participation in the development of policies and guidance equips the JPO with a deep understanding of the frameworks guiding humanitarian interventions. This knowledge is crucial for career progression into roles that involve strategic planning, policy formulation, and advisory capacities within the UN.
Broad Networking Opportunities: The position offers extensive interaction and networking opportunities with different teams across HRD and globally within UNFPA, including regional and country offices. Establishing such a broad network can open doors for future career opportunities and collaborations within the UN system.
Skill Enhancement: The role provides a platform for the JPO to enhance skills that are highly valued within the UN system, such as leadership, strategic thinking, project management, and interpersonal communication. These skills are essential for career advancement and taking on roles with greater responsibilities.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
The supervisor has over 12 years of professional experience, including a solid background in management and coaching of young professionals. This extensive experience within different UN agencies, both at field and HQ levels, ensures that the supervisor is well-equipped to mentor the JPO effectively. The exposure to different teams across HRD and the global interaction within UNFPA under this supervision will provide the JPO with a rich learning environment and professional growth opportunities.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
The realignment of the HRD has been finalized, and no further realignment is foreseen. This stability in the organizational structure could provide a stable working environment for the JPO, allowing for focused career development and contribution to the unit's objectives without the distractions or uncertainties that can come with organizational realignments.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
Potentially yes, subject to management approval.

5. How many P-2, P-3, and P-4 posts does the work unit currently have?
One P-5, 1 P-4, and 1 P-2 post.

D. Duties and Responsibilities

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, the JPO will undertake the following duties:

- Supports the day-to-day operations of the Global Emergency Response Unit (GERU) within the Humanitarian Response Division (HRD).
- Assists in coordination, data consolidation and analysis in support of the Emergency Response team. Assists in the coordination and ensures end-to-end process for the development of UNFPA's Emergencies Procedures and subsequent technical documents.
- Regular monitoring of humanitarian situations and developments in the relevant Country and Regional Offices;
- Supports constant flow of information and communication crucial for the planning and implementation of emergencies responses;
- In the event of an emergency, promptly assists in implementing the initial operational tasks relating to emergency assistance. Immediately collects reliable information to verify the nature and extent of the emergency with staff, government officials, other UN agencies or local organizations;
- Support the delivery of humanitarian thematic webinars for regional and country office staff members;
- Participates in reviewing, implementing and monitoring the emergency preparedness and response plan as necessary. Assists in identifying urgent staffing requirements and redeploying country office staff. Follows up with the timely delivery of assistance and procurement of supplies, and monitors the appropriate and effective use of UNFPA resources. Identifies problems and constraints in project delivery. Sends daily situation reports to concerned parties;
- Collects and analyses lessons learnt from UNFPA's emergency operations experience and contributes towards adoption of the best practices and standards for longer-term emergency interventions. Assists in identifying longer-term requirements of the emergency intervention/operations;
- Undertakes support field missions to support country offices with emergency expertise as part of UNFPA's response preparation
- Regularly generates global aggregation of data to inform UNFPA's ongoing performance in humanitarian action. Assists in the development of corporate reporting products, specifically supporting the review, analysis, computation, quality assurance and fact-checking of humanitarian data/indicators.
- Supports the development of corporate humanitarian reports.
- Produces and maintains documents for regular tracking and reporting on responses managed by HRD.
- Supports the development of additional products for use by GERU and HRD management for high-level events, as well as for /resource mobilization and advocacy with donors.
- Support the Global Emergency Response Unit as needed.

E. Qualifications and Experience

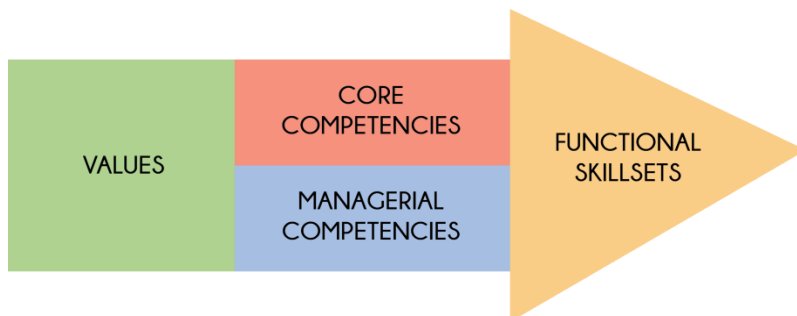
- First university degree in one of the following fields: social sciences, public administration, law, public health, international relations, business administration, communication, or other related disciplines.
- A minimum of two years of relevant professional experience at the national and/or international levels in programme/project development, planning, implementation, monitoring, evaluation, or administration.
- Work experience in a developing country is desirable.
- Training/experience in emergency response management is highly desirable.
- Strong analytical and strategic thinking skills.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.
- Initiative, sound judgment and demonstrated ability to work harmoniously with team members from different national and cultural backgrounds.
- Self-starter, proactive and passionate about UNFPA's mandate.

F. Learning Elements

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

- Be able to effectively support emergency response 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 the UNFPA humanitarian mandate.

G. Required 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.

H. Background Information

Family / Non-family Duty Station – means that you are not allowed to bring any family members: Family duty station.

Living conditions at the Duty Station:
Geneva is a Grade A Duty Station.