

18. A. General Information

JPO functional title: Inter Agency Cooperation and Partnership Analyst

Main sector of assignment: Inter Agency Cooperation, Humanitarian Response Division

Duty Station: Geneva, Switzerland

B. Supervision

Title/Level of Supervisor: Humanitarian Inter Agency Cooperation 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?
This position will include significant engagement both internally with various UNFPA offices and business units, as well as externally with the UN system, and the broader humanitarian system including the IASC as well as with donor Member States. This will offer an understanding of key internal and inter-agency and inter-governmental processes, which will be invaluable for potential career progression within the UN system and/or UNFPA. The position will also enable the individual to develop key transferable skills such as partnership building, coordination, and communication and advocacy skills. The position offers many opportunities for growth and for autonomous work, as well as to explore projects that are of interest to the JPO.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
The supervisor has been managing a JPO in their current team in UNFPA for 18 months, and has also previously managed JPOs and other young professionals for more than three years during a previous assignment with a UN entity.
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?
Two P-5, 3 P-4, 1 P-3, and 3 P-2 posts.

D. Duties and Responsibilities

- Liaises between HRD, Country Offices, Regional Offices and other business units, as well as the UN system, to obtain relevant information and analysis in order to provide feedback and advice to senior leadership as required, ensuring appropriate knowledge/information management and follow up.
- Research and collect data and information for background papers, drafting of technical documents, briefing/guidance notes, talking points and presentations.
- Work with technical specialists to develop impactful advocacy messaging and engagement strategies to ensure the successful positioning of UNFPA and its mandate in inter-agency and inter-governmental bodies, processes, and outcome documents.

- Ensures the smooth dissemination of relevant information and updates within the Humanitarian Response Division.
- Supports the Inter Agency Cooperation Specialist with meaningful participation and engagement in inter-agency and inter-governmental processes, meetings and fora.
- Contributes to the development of analytical and strategic reports on humanitarian trends and priorities.
- Assists in preparing pertinent technical documentation and analysis with regard to internal/intra-agency processes and systems, including strategic direction and oversight of UNFPA humanitarian action in line with system-wide coherence.
- Coordinates and provision of inputs to high-level documentation for internal and external use.
- Supports the organization, planning and implementation of special events and side events to promote UNFPA's mandate in the context of humanitarian assistance.
- Carry out any other duties assigned by the Humanitarian Inter Agency Cooperation Specialist.

E. Qualifications and Experience

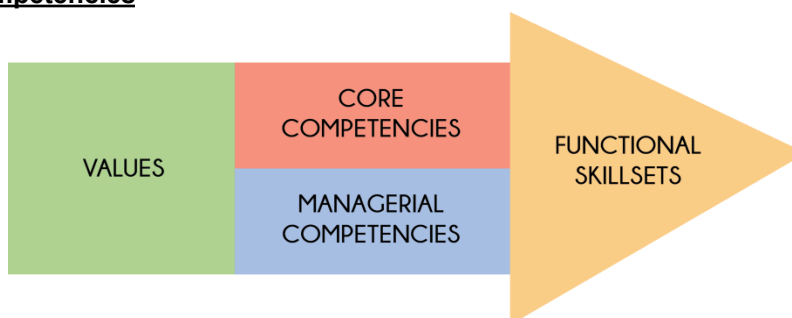
- Postgraduate degree in social sciences or related fields with specialized knowledge in the field of humanitarian affairs, international relations, law, public information, journalism or related field.
- At least 2 years of experience in progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development. Prior experience working in emergency settings is an asset.
- Fluency in English. Knowledge of another UN language is an asset
- Ability to write clearly and concisely, and to tailor communications to different audiences.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Proficiency in computer applications and presentation skills are essential. Knowledge/skills in information management, data visualization and graphic design are an asset.

F. Learning Elements

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

- Work with a variety of internal and external stakeholders and adapt communication and engagement approaches to meet their needs and priorities.
- Better understand the role and mandate of UNFPA in humanitarian action, as well as understanding its roles and responsibilities at the global and national interagency level.
- Develop strategic thinking and consensus-building skills to further advocacy objectives.
- Develop sound planning, implementation and monitoring experience and report on specific interventions.
- Understand multilateral and bilateral humanitarian issues, their linkages with the work of other UN agencies, the importance of strategic networking and partnerships with other groups and fora, and the functioning of the multilateral system.

G. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, 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: strategic planning, written communications skills, knowledge management, information management and data visualization, research for evidence-based advocacy, developing partnerships.

H. Background Information

Information on the receiving office:

The overall purpose of the Humanitarian Response Division (HRD) is to facilitate the delivery of the UNFPA mandate by leading emergency response and supporting humanitarian preparedness actions in increasingly complex humanitarian situations, within globally agreed frameworks (2030 Agenda, Grand Bargain Commitments, Sendai Framework, etc.).

The position is based within the external relations unit within the Humanitarian Response Division.

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.