

6. A. General Information

JPO functional title: Humanitarian Analyst

Main sector of assignment: Humanitarian Preparedness and Response

Duty Station: Cairo, Egypt, Arab States Regional Office (ASRO)

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/Level of Supervisor: Regional Humanitarian Advisor, P-5

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?
UNFPA's humanitarian role has grown over the past 15 years with our comparative advantage being our dual mandate role for support both to development and humanitarian programmes. The Arab Region has seen an increase in humanitarian crises since the Arab Spring events in 2011 and currently 10 out of 15 programme countries in the region are implementing humanitarian response programmes. Working in the region and with the regional office will expose the JPO to a vast experience of humanitarian response programmes with the opportunity to learn about humanitarian work in general and UNFPA's response in particular. The position will allow them to engage directly with (1) country offices including field missions to gain technical experience; (2) liaise between UNFPA's global normative humanitarian role and the applied practice in the field; (3) be part of exploring new strategic opportunities around piloting new initiatives (climate change adaptation and humanitarian prevention and response; cash and voucher assistance; humanitarian - development nexus etc); (4) collaborate and coordinate with other stakeholders throughout the humanitarian coordination architecture. As humanitarian crises due to multi-hazards (conflict, economic turmoil, pandemics, climate change) are on the increase the JPO will gain experience in a much needed professional field.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
Yes, the supervisor previously worked as UNFPA Deputy Representative in Palestine (from 2009 - 2013) where she supervised a JPO (for 1 year) and a UNDESA fellow (for 2 years). Worked as Humanitarian Coordinator with UNFPA Sudan where she supervised a team of around 10 colleagues (national and international) which also included coaching and mentoring.
While Regional Humanitarian Advisor with UNFPA ASRO (since 2017), she mentored / continues to mentor a number of young colleagues under my direct supervision and also colleagues (JPOs in other units; junior professionals in country offices). She also supervised and mentored two previous colleagues hosted by ASRO as part of the global humanitarian roving team (GBV in emergencies Programme Specialist P3; Clinical Management of Rape Specialist P3). The supervisor has supported the UNFPA global JPO mentoring programme during which she mentored 3 JPOs from different regions over the course of 1 year.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
There is no current realignment process. As part of the new Strategic Plan (2026 onwards) the humanitarian unit within ASRO is expected to be further strengthened.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
While it is not possible to confirm this at this point, ASRO - together with the JPO - would engage in

regional resource mobilization efforts to secure funding and with sufficient advance notice could seek to prioritize some funding through the regional programme.

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

The current unit has two P-5 posts, and 2 P-4 posts.

D. Duties and Responsibilities

Regional Level – Arab States

The Humanitarian Officer will support the Regional Humanitarian Advisor (RHA) to:

- Support the regional crisis preparedness and response team (CRT) including documentation of meetings and follow-up on action points.
- Support the follow up on the implementation of the regional MPAs (Minimum Preparedness Actions)
- Produce/maintain knowledge products (including online portals) and/or presentations on humanitarian issues for UNFPA and inter-agency events and forums.
- Support/conduct regional capacity building initiatives on UNFPA emergency preparedness and response.
- Support technical and programmatic guidance related to SRH and GBV in emergencies and impact of climate change on UNFPA's mandate areas in the region
- Preparation of regional humanitarian updates, CO implementation on humanitarian projects, documents/briefing notes for ASRO management for HQ and inter-agency meetings.
- Support quality review and participation in global UNFPA policy advocacy efforts and development of corporate initiatives.
- Develop, implement and monitor/report on humanitarian AWP's (Annual Work Plans).
- Support in facilitating surge deployments of staff/external candidates during emergencies.
- Undertake any other duties/travel as required by the ASRO Regional Humanitarian Advisor and/or senior management.

Country Level

The Humanitarian Officer will support the Regional Humanitarian Advisor (RHA) to:

- Assist UNFPA country offices (COs) in strengthening preparedness efforts, including regular updating and implementation of MPAs (Minimum Preparedness Actions) and development of contingency plans as relevant.
- Assist UNFPA country offices on humanitarian response (eg. application of global humanitarian policies such as Fast Track Procedures, Standard Operating Procedures, situation reports, programmatic issues, proposal development – CERF, Emergency Fund / Humanitarian Thematic Fund, project monitoring and reporting, etc.).
- Support COs in implementation of humanitarian development peacebuilding nexus programmes with focus on strengthening resilience, especially in protracted/fragile contexts.
- Support country offices in advocating for prioritization of SRHR and GBV in preparedness plans and national climate policies and action plan, strategies and other relevant guiding documents.

E. Qualifications and Experience

- Postgraduate degree in social sciences or related fields with specialized knowledge in the field of humanitarian studies, public health, social sciences or related fields.
- At least 2 years of experience in programme management and coordination experience in humanitarian and relief operations at the international level. Prior experience in developing countries is an asset.
- Fluency in English. Knowledge of Arabic and French is an asset
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

F. Learning Elements

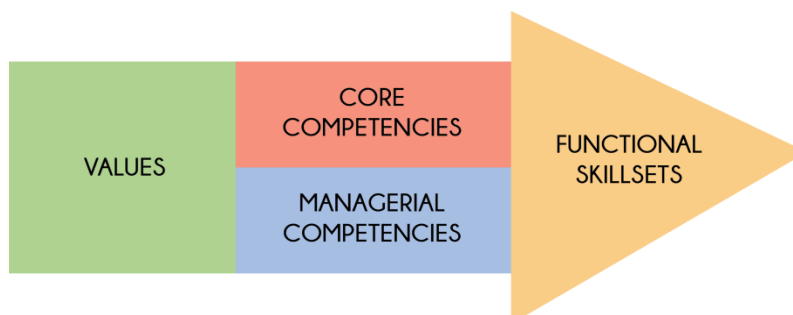
Upon completion of the two-year assignment, the JPO will be able to:

- Understand and support humanitarian preparedness and operational response in relation to the UNFPA 2nd generation humanitarian response strategy.

- Be conversant with UNFPA humanitarian policies and procedures, including through monitoring the progress of the Minimum Preparedness Actions (MPAs)

During the course of the assignment, every effort will be made to ensure that the Humanitarian Officer has the opportunity to participate in internal training (such as the humanitarian surge training) and, where possible and relevant, to undertake country missions.

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: Please list.

H. Background Information

The Arab Region is home to some of the most complex and protracted humanitarian crises globally and, increasingly, is also vulnerable to the impacts of climate change. Despite considerable efforts by governments and humanitarian actors to improve lives of displaced and crisis affected populations, gaps remain in addressing reproductive and gender needs of women and girls. It is imperative for countries to be better prepared to address life-saving sexual and reproductive health needs of women and girls affected by disasters and conflicts, and to protect them from increased risk of gender based violence in times of emergencies.

In line with the UNFPA 2nd generation Humanitarian Strategy, and as outlined in the Regional Plan for the Arab States (2022-2025) which is aligned with the UNFPA Strategic Plan (2022-2025), ASRO aims to work with country offices and partners to improve efforts on emergency preparedness, response and recovery through a resilience building lens. UNFPA has a mandate based on relevant conventions including the International Conference on Population and Development (ICPD) and Security Council Resolutions to ensure integration of ICPD issues into humanitarian programming.

Overall projected needs for the region in 2024 indicated that almost 80 million people in the region would be in need of humanitarian assistance. Out of the 15 countries where UNFPA has a field presence, 10 appealed for humanitarian funds for 2024 under the UNFPA global humanitarian action overview (Egypt, Iraq, Jordan, Lebanon, Libya, Palestine, Somalia, Sudan, Syria, Yemen) with needs close to US\$ 367 mill.

Information on the receiving office:

The Humanitarian Officer will be located in the Arab States Regional Office (ASRO) of UNFPA in Cairo, Egypt. ASRO has a total of approximately 55 staff members / personnel (25 international and 30 national) and supports the work of 15 UNFPA country offices, covering a total of 20 countries and territories in the Arab region. UNFPA's regional office ensures that the objectives, programs and messages of the organization across the region are

coherent and in line with UNFPA's global priorities of ensuring that every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

The regional humanitarian response is led by the Regional Humanitarian Advisor in close collaboration with the Syria Response Hub in charge of the Whole of Syria / Regional Syria Response. The Humanitarian Team includes the Regional Humanitarian Advisor, the Syria Response Hub team (in Amman, Jordan), one Cash and Voucher Assistance (CVA) Officer, one Regional GBV in Emergencies inter-agency Advisor (REGA), one GBV in Emergencies Information Management (GBVIM), one SRH in Emergencies Officer (50%), and one Programme Assistant (50%). The Humanitarian Team works closely with the Program Team and all technical specialists to ensure effective programme implementation and timely support to country offices in emergencies. Advisors and specialists closely support country offices by providing advice and technical expertise, as well as helping draft policies in the fields of family planning, maternal health, child marriage, female genital mutilation, gender-based violence, human rights & gender equality, census, and demographic dividend across the spectrum of adolescent and youth, as well as the humanitarian and development nexus. Increasingly, climate change has also emerged as one of the most complex and important factors in the Arab region with dire impacts on water scarcity, food security and human health. The increasing frequency of natural disasters and extreme weather events is exacerbating the social, political, and economic challenges and is rendering the region even more vulnerable to instability and conflict.

Under the direct supervision of the Regional Humanitarian Advisor, the Humanitarian Officer will be a core member of the ASRO Humanitarian Team. The Humanitarian JPO will assist with key initiatives in ASRO as related to emergency preparedness and response, especially on a) regional /national preparedness and support on the Minimum Preparedness Actions, b) support to country offices on humanitarian programming and resilience strengthening, c) integration of UNFPA regional issues including climate change impacts in key internal and external humanitarian documents, d) preparing regional humanitarian updates in collaboration with COs, e) supporting liaison with the Humanitarian Response Division (HRD) and relevant HQ units on humanitarian policies and procedures, and d) assisting with regional capacity development initiatives within ASRO.

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