

7. A. General Information

JPO functional title: Human Resources Analyst, Humanitarian (Gaza, Lebanon, & Sudan)

Main sector of assignment: Human Resources Management

Country and Duty Station: Egypt, Cairo

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: Human Resources Business Partner, Arab States, 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?

The Middle East has several countries in acute crises, and this specific role would allow the incumbent to gain hands-on humanitarian human resources experience, yet in the safety of the Regional Office in Cairo. Under the leadership and guidance of the HRBP Arab States and with technical advisory support from the HRBP Humanitarian, New York HQ, this position would directly support the ongoing humanitarian HR needs in Gaza, Lebanon and Sudan: currently three of the most catastrophic humanitarian crises globally.

The humanitarian space is growing with nearly half of all recruitments globally within UNFPA in a humanitarian response. More and more countries are facing life-threatening crises that the humanitarian sector responds to. The incumbent would gain the unique working knowledge of how to expedite emergency human resources through the implementation of Emergency Policies and Procedures. This experience would be invaluable within UNFPA or the wider United Nations with all agencies needing additional capacity to respond in a timely manner to emergencies.

2. Does the supervisor have experience managing and coaching a young professional, and for how many years?

This position would be integrated into the wider Division of Human Resources: physically sitting in the Arab States Regional Office in Cairo but integrated into the Humanitarian HR team. Directly reporting to the HRBP Arab States, the supervisor currently supervises a team of three and has experience managing and coaching young professionals successfully since 2015. While at IFAD HQ and WFP Lebanon CO and WFP Middle East Regional Office, the supervisor has over a decade of experience managing and coaching young professionals.

This incumbent would also benefit from the technical advisory support of the HRBP, Humanitarian based in the Division of Human Resources, New York Headquarters, who commenced her professional career in humanitarian Human resources in 2004 supporting the Indian Ocean Tsunami. Her experience in both INGOs and the UN, at the Country Office, Regional Office, and Headquarters level, the incumbent of this JPO would be additionally supported by a technical expert in the area of emergency human resources.

3. Is the work unit expected to undergo a realignment or currently in the process of realignment?

The DHR function has recently undergone a realignment in 2021, but as mentioned in point 1, given the magnitude of the Arab States region and the number of humanitarian and crisis contexts the regional office is responding to, there is now more than ever before the need to professionalize the HR function in the RO, and the RO itself will be undergoing a light touch structural review in 2024 (where HR will also be implicated) and a full realignment prep in 2025 for implementation in 2026.

4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of the assignment?

This would depend on both DHR HQ budget and ASRO budget availability at the time (2026/2027). As mentioned in point 3, the RO itself will be undergoing a light touch structural review in 2024 (where HR will also be implicated) and a full realignment prep in 2025 for implementation in 2026 - these will both represent options for DHR / ASRO to budget for increased HR capacity given the high profile of the region. Of course if possible from a budgetary perspective we would gladly cost-share.

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

At present the Arab States Regional Office HRBP Unit is staffed with a P-4 level HRBP (head) and a P-2 HR Analyst assigned to a portfolio of countries. In addition, we have a NOB and G5.

D. Duties and Responsibilities

The HR Analyst, Client Services will work closely with the HRBP in the delivery and flawless execution of HR services and programs to field-based managers and staff of Palestine, Lebanon, and Sudan. The HR Analyst will support managers and staff in country offices on matters concerning talent sourcing, recruitment, onboarding and induction, mobility, performance management, workforce planning, HR operations including contract management, contributing to policy development and advice training and career development and data analytics. HR Analyst positions have access to advice and on-the-job training from specialists in the individual HR occupations in the resolution of ongoing non-routine casework.

You would be responsible for:

Delivering comprehensive HR Services

- Develop a strong understanding of the rationale underlying regular and humanitarian HR policies to apply and interpret for staff and management on policies, processes and practices;
- Working with the HRBP ASRO and in collaboration with the HRBP Humanitarian, support the delivery of the full range of HR client services on the employment life cycle from recruitment and onboarding to contract management and separation, and support the effective implementation of key Humanitarian HR programs in the client area, such as workforce planning, global mobility, performance/talent management, career development and staff learning;
- Support the delivery of other Humanitarian HR programs and initiatives in Palestine (Gaza), Lebanon and Sudan.
- Use agreed humanitarian metrics to measure service delivery in the client area, prepare monitoring reports and recommend corrective action as and when required.
- Research to adjust/improve HR processes, practices or programs when warranted to strengthen DHR's client services in support of UNFPA's strategic business objectives.
- Prepare briefs, reports and presentations for clients or internally in the team, as required.
- In coordination with HRBP ASRO, analyze and report on the metrics of regional delivery of HR client services and provide analytical support on workforce trends and any custom HR analytics as required working closely with the Analytics Unit.

Partnership and coordination

- Work with relevant stakeholders to ensure compliance and program delivery in the areas of duty of care, PSEA, evaluation, audit, investigations, and ethics.
- In collaboration with the Division for Management Services (DMS) and the Program Division (PD) in the definition and implementation of country realignment processes.
- Liaise with relevant UNDP-Benefits and Entitlement Section (BES) or local UNDP office for benefits and entitlements matters;
- Maintain and coordinate the master schedule of HR events in the regional offices where training/dissemination of corporate initiatives are included, to ensure consistency of coverage of country offices throughout the year;
- Track HR budgets and expenditures, ensuring all is properly charged.

Knowledge development and sharing

- Contribute to knowledge development and knowledge sharing on understanding the organization's humanitarian objectives, clients' business and related HR service delivery by actively participating the DHR Community of Practice as well as any relevant events in the client units;
- Participate in and contribute to special events organized for Client Services Teams for knowledge sharing and community building;
- In coordination with the relevant HR colleagues, coordinate regular Information sharing and capacity building sessions for HR focal points in the field;
- Liaise with HR colleagues within and outside the UN System to build knowledge and share current good HR practices.
- And any additional humanitarian human resources activities as the crises evolve including additional country programs as required, including support to scaling up, upskilling and reskilling country office capacities.

E. Qualifications and Experience

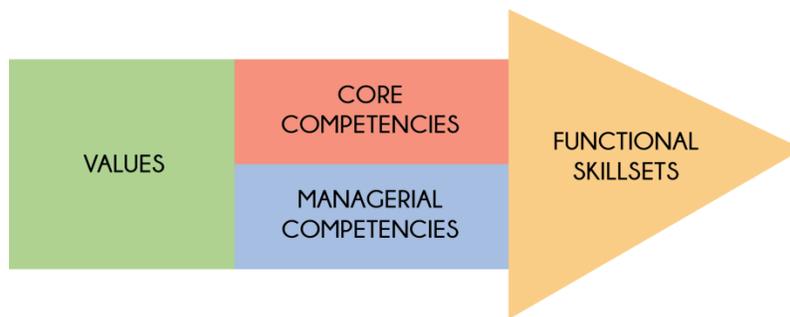
- Postgraduate degree in social sciences or related fields with specialized knowledge in the field of Human Resource Management, Public Administration, Industrial Relations or closely related field.
- At least 2 years of experience in Human Resource Management, preferably in large multinational organizations.
- Prior experience in or exposure to developing countries or countries in humanitarian crisis is an asset.
- A strong interest in humanitarian relief.
- Works productively while under pressure from superiors, humanitarian partners, country stakeholders, or the demands of day-to-day work (tight deadlines, difficult staffing situations, etc.).
- Avoids emotional displays that may exacerbate difficult situations or interfere with effective working relationships.
- Maintains optimism at work and recovers quickly from setbacks.
- Accepts feedback as an opportunity for development and increased effectiveness and moves forward effectively.
- Manages own time effectively and takes action quickly when appropriate.
- Adapts approach to work in response to changing environment.
- Fluency in English. Knowledge of French and/or Arabic 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:

- have a strong grasp/understanding of UN HR policies, systems, procedures and practices
- significant exposure to recruitment and selection, onboarding, benefits and entitlements, policy, sensitive case management, office restructuring, and HR management support to country offices experiencing humanitarian scale-up, as summarized above.

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.

H. Background Information

Information on the receiving office:

The Arab States Regional Office (ASRO) in Cairo, Egypt oversees 16 country offices in the region (Algeria, Tunisia, Libya, Somalia, Egypt, Sudan, Oman, Jordan, Palestine, Iraq, Yemen, Morocco, Djibouti, Syria, Lebanon, Türkiye (Gaziantep cross border office with NW Syria)). The office is comprised of 55 staff (roughly half are internationals and half are locals), led by a Regional Director, with a Deputy Regional Director and Head of Programme, under which the programme team comprising advisers, specialists and associates in diverse thematic areas. In support of programme delivery, the RO houses an operations team, a HR team, Communications, Innovation, and Humanitarian.

The Arab States Regional Office is a field-focused regional center of technical and operational expertise that Country Offices under its purview can access and receive state-of-the art, timely and efficient, expert advice, guidance, support and backstopping in the areas where the Regional Office has thematic expertise. The RO also leads UNFPA's engagement in regional intergovernmental mechanisms, on matters related to the ICPD review and its follow up beyond 2014, as well as the SDGs. The RO plays a brokering role in the provision of technical assistance by building relationships at regional levels with academic institutions, centers of excellence and civil society partners, and by engaging in South-South and triangular cooperation.

Family Duty Station

Living conditions at the Duty Station:

The duty station will be Cairo, which is a family duty station with a wide range of services (health, education and leisure) and good living conditions. Cairo (and Egypt) has long been a centre of the region's political and cultural life, with high levels of tourism. Like other similar cities, Cairo offers good quality of life in terms of access to shopping centres, banks, medical services, educational facilities, cultural events, etc. The Arab Republic of Egypt has a unique geographical position in Northeast Africa, at the crossroads of Europe and Asia, on the Mediterranean and Red Sea, and its connection to Sub Saharan Africa through the Nile Valley. The country is defined by desert and the Nile, the longest river on Earth. Egypt is bordered by the Gaza Strip and Israel to the northeast, the Gulf of Aqaba to the east, the Red Sea to the east and south, Sudan to the south and Libya to the west.

With over 100 million inhabitants, two-thirds of which are below 30 years, Egypt is Africa's third most populous country after Nigeria and Ethiopia and has the highest population in the Arab world's most densely populated areas, especially in greater Cairo, Alexandria and other major cities in the Nile Delta. The country has witnessed significant political and economic changes since 2011. Through this transition, which includes periods of political unrest, the main income sources of the economy have been negatively impacted, particularly in the tourism sector, as well as revenues from the Suez Canal, oil and remittances

from Egyptians working abroad, affected by the global economy. However, with the current political stability, tourism is getting improved, and touristic activities are going back to normal. UN staffs are not directly targeted in Egypt and for the most are vulnerable to being in the wrong place at the wrong time. It is recommended to keep dwell time in the immediate vicinity of military, police and other prominent official installations to the minimum.

Housing

All types of apartments are recommended, and there is a variety of choices available in Cairo specially in Maadi where the office is located. Long term leases for full furnished apartments is widely available and the rent range between \$1500-\$4000 depends on the location and apartment size. Also there is an option for sharing apartments with expats and Air BnB service is also available in Egypt UN Department of Safety and security conduct assessment for the selected apartments and recommend to staff if any security enhancements is required.

Cost of Living

Cost of living varies depends on the area of residency, however for single person it ranges between \$1000-\$2000 again it depends on the standard of living that is preferred.