

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

25P225

I. General Information

Title: JPO in Humanitarian Affairs

Sector of Assignment: Humanitarian Affairs

Organization/Office: United Nations / Office for the Coordination of Humanitarian Affairs (OCHA)/ Assessment, Planning and Monitoring Branch (APMB)/ System-Wide Approaches & Practices Section (SWAPS)

Duty Station: Geneva, Switzerland

Duration:

The assignment is intended for a minimum duration of 2 years. The initial appointment is for 1 year, renewable based on performance and availability of funds. A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

II. Supervision

Direct Supervision by:

- First Reporting Officer: Humanitarian Affairs Officer, SWAPS, APMB
- Second Reporting Officer: Chief of SWAPS, APMB

Title of Supervisor: Humanitarian Affairs Officer

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

To facilitate the JPO's success, a comprehensive supervisory approach will be implemented. This will include weekly touchpoints with the FRO, encompassing both one-on-one meetings and participation in relevant team meetings (whole SWAPS, APMB, CD). These sessions will provide a platform for discussing priorities, addressing challenges, and receiving feedback. Furthermore, the JPO will be actively encouraged to attend thematic briefings, ensuring they remain current on developments and fostering a collaborative working environment.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

Duties and responsibilities:

- Monitor and analyze developments in humanitarian coordination and response, with particular attention to the emergence of context-specific, principled, and locally led approaches.
- Contribute to the development and rollout of guidance, tools and support to design and implement coordination models that are light, context-specific and built around the needs, priorities and capacities of communities, whilst ensuring quality, standards and accountability.
- Assist in organizing inter-agency technical consultations and follow-up workstreams that support the Humanitarian Reset, especially its implications for coordination, localization and transition, including with the Global Cluster Coordination Group (GCCG), local and international NGO and other partners as required.
- Develop and periodically update knowledge products on the evolution of humanitarian coordination models, transition and localization.
- Produce evidence-based reports, briefs, presentations and case studies capturing good practices and challenges in implementing the Reset agenda to promote cross-context learning.
- Contribute to data analysis, including identification of trends and gaps in coordination evolution and how they relate to the evolution of the humanitarian response and footprint towards the greatest needs.
- Provide support to countries reviewing coordination structures and processes.
- Liaise with OCHA colleagues in other branches/division and country offices, cluster coordinators, Cluster Lead Agencies, and other external partners—including local NGOs—to gather insights, build synergies and promote buy-in for the Reset’s vision.
- Support the design and delivery of capacity-building activities and learning sessions for OCHA staff on humanitarian coordination reform.
- Develop communication materials, briefings, and tools aimed at improving shared understanding of the Reset’s vision and how it relates to operational coordination.
- Support ad hoc requests and initiatives linked to APMB’s broader work on assessment, planning and monitoring, including contributions to inter-agency processes such as the HPC.

Output Expectations:

Improved Coordination

- Enhanced integration of people-centred, locally led approaches in humanitarian coordination structures.
- Improved clarity on the Reset’s implications for the cluster system and inter-agency coordination, including practical recommendations and mapping of changes.
- Strengthened collaboration across OCHA and with external stakeholders to support coordination reform aligned with community needs and capacities.

Knowledge and Guidance Products

- Regularly updated mapping and analysis of localization efforts, people-centered tools, and coordination adaptation.
- Guidance notes, tools, and good practice briefs on local leadership, participation, and evolution of the cluster system in Reset contexts.
- Strategic inputs to global and regional reports, presentations, and learning events.

Capacity Building and Internal Learning

- Targeted learning and training materials on coordination approaches.
- Increased awareness among OCHA staff and partners of humanitarian coordination evolution under the Reset.
- Contribution to internal dialogues and communities of practice on the Reset and coordination reform.

IV. Qualifications and Experience

Education:

Advanced university degree (Master’s degree or equivalent) in political science, social science, international studies, humanitarian studies, public administration or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:



A minimum of two (2) years of relevant work experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related areas is required.

Out of two (2) years of relevant professional experience, at least one (1) year of professional experience in humanitarian coordination in a UN Organization, NGO or inter-agency body/settings at country level is desirable. Experience working in the IASC or in other inter-agency bodies or processes is desirable. Exposure to the Humanitarian Reset and the current efforts to reform humanitarian action is desirable. Prior experience of organizational change/reform processes would be desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French is an advantage.

Other skills:

- Strong writing, analytical & problem-solving skills.
- Excellent written & oral communication.
- Proven ability to work independently & collaboratively.
- Strong organization & time management.
- Ability to thrive in a fast-paced & challenging environment.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and common internet applications.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations;

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to

- **Technical expertise:** Strong understanding of Humanitarian Coordination at both the policy and operational level, including area-based approaches, and good practices on the development of fit-for-purpose, locally-led and context-specific coordination architectures.
- **Research and analysis:** Performed quality research on lesson learnt, good practices and trends in humanitarian coordination.
- **Communication & advocacy:** Authored clear reports/presentations and supported the evolution of coordination approaches.



- **Collaboration & Networking:** Facilitated collaboration and built strong relationships with colleagues/partners.

VI. Background Information

The Assessment, Planning and Monitoring Branch (APMB) helps OCHA, and the humanitarian community, deliver more effective and accountable humanitarian responses, through support to humanitarian coordination (including operational coordination, strategic coordination, cash coordination and humanitarian-development-peace collaboration), the humanitarian programme cycle (HPC) and Accountability to Affected People (AAP). The Branch ensures that OCHA and partners have the knowledge, tools and technical support needed to effectively assess, plan, monitor and coordinate humanitarian action, including to collaborate with development and peacebuilding actors to reduce needs and ensure continuity of essential services. It also helps promote system change, including through guidance and support on multi-purpose cash, AAP, and localization.

APMB drives decision-making through analyses that capture global trends in humanitarian action and requirements. The Branch oversees development of the Global Humanitarian Overview (GHO) and produces an annual overview of IASC Coordination Structures at the Country Level. APMB also manages Humanitarian Action, a comprehensive online repository of information on planned and implemented humanitarian responses, as well as the Financial Tracking Service (FTS), a centralized source of curated, continuously updated, fully downloadable data on humanitarian funding flows.

The Branch also drives change in humanitarian responses through its leadership of key global inter-agency groups. APMB serves as chair and secretariat of the inter-agency HPC Steering Group and as the secretariat and co-chair for the Global Cluster Coordination Group (GCCG), which aims to improve the quality of humanitarian response by supporting cluster and inter-cluster coordination. OCHA (APMB), together with the UN's Development Coordination Office (DCO), serves as the Secretariat of the Joint Steering Committee to Advance Humanitarian and Development Collaboration, while the Co-Chairs are OCHA, DCO, PBSO and UNDP.

APMB's work will be essential in delivering multiple elements of the [Humanitarian Reset](#), including:

- Prioritization of urgent, lifesaving humanitarian action (Humanitarian Reset, paras 1 & 2): APMB will provide the tools, guidance and country support to support the humanitarian community to concentrate humanitarian action on those whose lives are most at risk.
- Reducing and simplifying humanitarian coordination (Humanitarian Reset, paras 2, 3 and 9): APMB will provide the tools, guidance and country support to support humanitarian leaders to streamline and localize humanitarian responses, whilst ensuring that quality, standards and accountability.
- Shifting to cash programming where possible (Humanitarian Reset, para 1): APMB will provide the tools, guidance and country support to enable OCHA to be catalytic in driving an even greater push for cash and voucher transfers and, in particular, the use of multi-purpose cash whenever and wherever feasible and appropriate. This is one of the single most transformative things the humanitarian community can do to enable a dignified, effective and intersectoral response to people in need.
- Accelerating joint inter-agency community feedback to improve accountability (Humanitarian Reset, para 1): APMB will provide the tools, guidance and country support to ensure that OCHA promotes, facilitates and, where appropriate, funds humanitarian action that is centered around collective accountability to affected people (AAP), including through drastic streamlining of complaints and feedback mechanisms.
- Enabling responsible transition (Humanitarian Reset, para 1): APMB will provide the tools, guidance and country support to enable responsible transitions out of the places where OCHA, and humanitarian actors, will no longer be able to operate and respond. This will require engagement and collaboration with development and peace actors to promote complementary action.

APMB comprises of three sections: the Needs and Response Analysis Section (NARAS), the Monitoring and Tools Section (MATS) and the System-Wide Approaches and Practices Section (SWAPS).

APMB in 2025 comprises 47 staff: 35 international and 12 national staff, serving in four duty stations (Geneva, Istanbul, Nairobi and New York). SWAPS comprises 11 international staff, serving in 4 duty stations (Geneva, Istanbul, Nairobi and New York).

