

United Nations JPO Programme



TERMS OF REFERENCE 20P119

Junior Professional Officer (JPO)

I. General Information

Title:

Associate Humanitarian Affairs Officer

Sector of Assignment:

Humanitarian Affairs

Organization/Office:

United Nations / Office for the Coordination of Humanitarian Affairs (OCHA) / OCHA Myanmar

Duty Station:

Yangon, Myanmar

[Non-Family Duty Station: yes / no

Duration:

2 to 3-year assignment (one-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance

II. Supervision

Title of Supervisor: Head of Coordination Support Section

Content and methodology of supervision:

(1) Induction to the position by supervisor and colleagues in the office; (2) development of work plan, including travel and training, with incumbent, based on his/her background and expertise; and (3) regular evaluation of progress made and areas of improvement. Supervision of work will be overseen by Head of the Coordination Support Section; guidance to be given by colleagues in the office.

III. Duties, Responsibilities and Output Expectations

The incumbent will be expected to contribute to the overall work of the OCHA office, including facilitating and coordinating humanitarian response, missions to field locations, contingency planning exercises, monitoring and information gathering/analysis for advocacy and information products.

More specifically, the incumbent is expected to assume the following duties and responsibilities:

1. Research, analyze and present information gathered from diverse sources on assigned issues.
2. Contribute to the preparation of various written documents, e.g. drafts sections of studies, background papers, policy guidelines, correspondence and presentations, as required.
3. Support the Coordination Support Section to carry out OCHA's core coordination activities including convening meetings, providing technical assistance on field missions, supporting disaster assessment and other activities.
4. Support the coordinated implementation of the humanitarian programme cycle management (common needs analysis, joint response planning, response monitoring and resource mobilization) through analysis and integration of relevant feedback from different stakeholders;
5. Contribute, in cooperation with other country office staff, to strengthening natural disaster and emergency response preparedness and capacity of the Government, Humanitarian Country Team (HCT), Inter-cluster Coordination Group (ICCG), and international and national humanitarian partners. This will include participating in and/or helping to prepare for technical assistance activities (e.g. contingency planning and simulation exercises, and other training events).
6. Contribute to strengthening the collective Accountability to Affected Populations (AAP) approaches and launching inter-agency multi-purpose cash programs with the HCT, ICCG and humanitarian partners, in collaboration with other country office staff.
7. Support the collective efforts for engagement and coordination of the international humanitarian community with local NGOs to promote the localized agenda linked to the Grand Bargain commitments at the World Humanitarian Summit
8. Assist in the organization of meetings, conferences, workshops and other coordination and advocacy events. Attend and prepare detailed reports on meetings of relevance to OCHA. Prepare for and accompany visiting UN and donor missions.
9. Perform other duties, as required.

IV. Qualifications and Experience

Education:

Completed advanced university degree (Masters Degree) in political and/or social science, international relations, public administration, law, economics, engineering, earth sciences or related fields.

Work experience:

Three years of relevant professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, monitoring and evaluations or other related areas.

Languages:

Excellent spoken and written English required. Knowledge of additional regional languages is an asset.

Other skills:

Computer literacy.

Proven abilities in information analysis and strong English drafting abilities. Ability to work with multi-cultural teams and international professionals. Knowledge of international agencies' operations related to humanitarian

assistance and familiarity with the UN system. Able to travel and live in complex environment. Ability to work with limited supervision and under stressful conditions.

UN competencies:

- Professionalism: Advanced knowledge of the use of information management to improve the delivery of humanitarian assistance; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated UN response; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); very good knowledge of institutional mandates, politics and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UN system;
- Teamwork: Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Planning and organizing: Ability to coordinate the work of others, work to tight deadlines and other handle multiple concurrent projects/activities.

V. Learning Elements

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

- Prepare appropriate, high quality information and analytical products for use by various entities within the UN system.
- Provide coordination support in disaster/emergency situations.
- Provide support to the Humanitarian Country Team with humanitarian project cycle (HPC) planning and related inter-sectoral priorities.
- Fully understand the OCHA mandate and areas of comparative advantage within the international humanitarian community.
- As part of the UN system, all UN staff are required to complete a list of mandatory training programmes.

VI. Background Information

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to:

- Mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies.
- Advocate for the rights of people in need.
- Promote preparedness and prevention.
- Facilitate sustainable solutions.

OCHA's country office in Myanmar was established in 2008 to respond to Cyclone Nargis. OCHA Myanmar has three sub-offices – one in Sittwe in Rakhine State, one in Myitkyina in Kachin State, and one in Lashio in the northern part of Shan State. In 2020, OCHA Myanmar will continue to provide dedicated support to the Humanitarian Coordinator and the Humanitarian Country Team, which comprises UN agencies, international nongovernmental organizations, and observers (i.e. Red Cross / Red Crescent Movement, donors), with a focus on the following activities: (1) maintaining inclusive coordination mechanisms at national and sub-national levels to ensure principled, timely and effective humanitarian response; (2) facilitating joint situational awareness and joint analysis of humanitarian needs, gaps and response to support decision making and coherence planning; (3) facilitating joint strategic planning for humanitarian response, as well as joint monitoring and reporting; (4) mobilizing flexible and predictable humanitarian funding and ensure effective use of Central Emergency Response Fund and the Myanmar Humanitarian Fund; (5) advocating for the protection of

civilians and sustained humanitarian access to all women, men, girls and boys in need; and (6) supporting efforts to strengthen national capacities to prepare for and respond to natural disasters and other emergencies.

By the end of 2019, just under 1 million people in Myanmar needed humanitarian assistance, with a major escalation of armed conflict in Rakhine State causing at least 47,000 people to flee to displacement sites over the course of the year. Sporadic armed conflict also temporarily displaced some 26,000 people in northern Shan State in 2019. In total, the number of internally displaced people in Rakhine, Kachin, Shan and Kayin states reached 275,000. In November, the Government launched a National Strategy on IDP Resettlement and IDP Camp Closure, raising hopes of durable solutions for some of those in situations of protracted displacement. In Rakhine, displaced and nondisplaced stateless Rohingya continued to face discrimination and severe movement restrictions, with 130,000 effectively confined in IDP camps established in the central part of the state in 2012. More than 914,000 refugees – of whom the vast majority are Rohingya – remained in refugee camps in Bangladesh, including 715,000 who fled across the border since August 2017. Levels of humanitarian access declined in most areas, with sweeping new restrictions imposed by the Government in Rakhine on security grounds and movement by humanitarian personnel also becoming increasingly challenging in rural areas in Shan and Kachin, including in locations experiencing limited conflict.