



**TERMS OF REFERENCE
18P240**

JPO (Associate Expert)

I. General Information

Title:	Associate Humanitarian Affairs Officer
Level:	P-2
Sector of Assignment:	Humanitarian Affairs
Organization/Office:	OCHA Turkey Country Office
Duty Station:	Gaziantep, Turkey (family duty station), with regular mission travel
Contract Type :	Fixed-term (JPO)
Duration:	Two years, subject to satisfactory performance (probation period: One year). 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 Unit

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 Coordination; guidance to be given by colleagues in the office.

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

III. Duties, Responsibilities and Output Expectations

Under the overall guidance of the Head of Coordination, the JPO will be expected to contribute to the overall work of the office, including facilitating and coordinating humanitarian response, deployments/missions to field locations and contingency and response planning exercises, with a focus on monitoring and information gathering/analysis for the regular development of advocacy and information products.

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

- Monitor, research, analyze and present information gathered from diverse sources on humanitarian issues

in relation to the Syria crisis.

- Leads and/or participates in coordination of international humanitarian/emergency assistance for complex emergency/disaster situations, including support to clusters and individual organizations.
- Contribute to the preparation of various written documents and information communications products, e.g. background papers, correspondence and presentations, Situation Reports, Humanitarian Bulletins, analyses of humanitarian access, etc. to include proposing topics, undertaking research, writing drafts, obtaining clearances, finalizing texts and ensuring distribution to agreed target audiences.
- Assist in the production of appeals and resource mobilization for international humanitarian assistance.
- Assist in the organization of meetings, conferences, workshops and other coordination and advocacy events. Attend and prepare detailed minutes and reports on meetings of relevance to OCHA. Prepare for and accompany visiting UN and donor missions.
- Initiate and sustain professional relationships with key constituencies, including support to capacity-building and/or humanitarian access related activities.
- Perform other duties, as required.

IV. Qualifications and Experience

Education:

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

Work experience:

- Two years, preferably three years, of relevant professional experience in public information, journalism, humanitarian affairs or other related areas is required.
- Proven abilities in information analysis and strong English drafting abilities is required.
- Ability to work with multi-cultural teams and international professionals is required.
- Knowledge of international agencies' operations related to humanitarian assistance and familiarity with the UN system is desirable.

Other requirements:

- Availability for extensive travel.
- Ability to work with limited supervision and under stressful conditions.

Languages:

- Excellent spoken and written English is required.
- Fluency in oral and written Arabic would be a strong asset.

Other skills:

- Computer literacy.

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; ability to produce a variety of written communication products in a clear, concise style; 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 develop clear goals that are consistent with agreed strategies; ability to coordinate the work of others, work to tight deadlines and to handle multiple concurrent projects/activities.
- Technology awareness: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, internet, etc.

V. Learning Elements

On completion of the assignment, the Associate Expert 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 for contingency and response planning.
- 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 the rights of people in need.
- Promote preparedness and prevention.
- Facilitate sustainable solutions.

OCHA's country office in Turkey was established in March 2013. The overall aim of the office is to coordinate humanitarian assistance undertaken by a wide range of partners that are providing assistance from Turkey into Syria. OCHA Turkey has its main office in Gaziantep and a sub-office in Ankara.