

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO) 19P100

I. General Information

Title:

Associate Humanitarian Affairs Officer (Civil-Military Coordination)

Sector of Assignment:

Humanitarian Affairs – Humanitarian Civil-Military Coordination

Organization/Office:

United Nations Office for the Coordination of Humanitarian Affairs (OCHA)/ Civil—Military Coordination Section (CMCS)/ Emergency Response Support Branch (ERSB)

Level:

P-2

Contract Type :

Fixed-term (JPO)

Duty Station:

Geneva, Switzerland (family duty station), with regular deployments to the field

Duration:

Two years, subject to satisfactory performance (probation period: One year). Extension for a third year in a duty station in a country office will depend on availability of financial resources and the candidate's performance.

II. Supervision

Title of Supervisor:

Chief, Civil-Military Coordination Section (CMCS)

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.

The incumbent will receive an induction briefing on all aspects of OCHA's work and on the UN system.

She/he will be trained on humanitarian civil-military coordination principles and concepts and on the activities of



the Section, Branch and Division. The incumbent will be exposed to all work areas of the Section (CMCS), including the development update of operational guidance and norms, training and simulation exercises, and support to operations and field offices.

International travel will be required. In consultation with the direct supervisor and/or Section Lead, the incumbent will develop an individual work plan, which will be the basis for evaluation of her/his performance. The incumbent will report to and receive overall direction from the direct supervisor and/or Section Lead and may also at their direction work under the supervision of other Section staff members on specific projects. The incumbent will receive advice and support as necessary; at the same time the JPO should possess the professional qualities that allow her/him to work independently.

III. Duties, Responsibilities and Output Expectations

Exchanges and discussions at the Annual Meetings of the multi-stakeholder Consultative Group on Humanitarian Civil-Military Coordination (UN-CMCoord CG) during the Humanitarian Networks and Partnerships Week (HNPW) in February 2018 and 2019 resulted in a number of recommendations and projects for implementation globally and in the field. These projects speak to the wider OCHA aims of interoperability and creating an enabling environment for humanitarian action. The JPO will work on substantive projects spanning over the three main work areas of CMCS: Guidance and Norms, Operations and Field Support, and Training.

At the overall direction of the CMCS Lead, the incumbent will support/undertake some or all of the following CMCoord activities, spanning over the four Sections of the Emergency Response Support Branch (RPS, RSS, RTS, CMCS):

1. Global and targeted dissemination of and outreach for the sensitization and implementation of the newly released Recommended Practices for Effective Humanitarian-Civil-Military Coordination of Foreign Military Assets (FMA) in Natural and Man-made Disasters, and the newly revised UN-CMCoord Field Handbook.

- Take an active part in the substantive and logistical organization of meetings and activities of and around the Consultative Group on Humanitarian Civil-Military Coordination; prepare, organize and follow up on related meetings, exchanges and action. Support close collaboration between the global UN-CMCoord CG and the Asia-Pacific Regional CG and efforts to establish other regional CGs.
- Work closely with Member States to facilitate informed decision-making when they consider deploying their militaries to support humanitarian action and to ensure the appropriate and effective use of FMA as part of a people-centered approach.
- Contribute to the development of an inclusive strategy for humanitarian-civil-military dialogue based on global and operational dimensions.
- Support the translation, printing and dissemination of the Recommended Practices and version 2.0 of the UN-CMCoord Field Handbook.
- Support the development and dissemination of other global UN-CMCoord guidance documents.
- Support CMCS and field offices in the development and dissemination of UN-CMCoord operational and context-specific guidance and other related documents.
- Address the UN-CMCoord auxiliary role in humanitarian access, protection and security, at all levels and undertakings.
- Actively support the efforts to influence Member States' and Regional Organizations' civil-military policies and doctrines.
- Pursue civil-military and military-military engagement for interaction with and between Member States, regional and global entities and actors; provide guidance, share norms and good practice.

2. Establishment of coordination platforms and communication strategies to identify humanitarian capability gaps during critical periods of response, provide the basis for analysis of civilian alternatives to and appropriate and effective use of foreign military assets.

- Promote and advocate for the institutionalization of existing information-sharing tools and platforms; contribute to their improvement.
- Map information-sharing structures based on existing technology that is available to all actors in order to

- provide utility in austere environments.
- Advocate for applicable coordination platforms to identify humanitarian capability gaps during critical periods of response and provide the basis for analysis of civilian alternatives to and appropriate and effective use of foreign military assets.
- Advocate for the establishment of dedicated, predictable space for humanitarian civil-military interaction in peace and security operations.
- Promote UN-CMCoord communication platforms and use them to promote and disseminate relevant guidance to increase awareness and adherence.
- Act as the Civil-Military Coordination Section communication focal point for promotional materials; maintain CMCS and Humanitarian//Military Dialogue websites.

3. Delivery of training courses and other learning events; Deployment during emergencies; Promotion of interoperability.

- Support the delivery of and/or participate in UN-CMCoord courses, workshops and other internal and external training and learning events in various locations.
- Support and/or participate in the planning and execution of military exercises and relevant humanitarian exercises.
- Register on OCHA's Emergency Response Roster for UN-CMCoord-related deployments.
- Support and/or participate in the conduct of UN-CMCoord support missions.
- Support and/or deploy to ongoing field emergencies; support after-action reviews, feed lessons learned into guidance and training.
- Seek feedback from field colleagues on added value and areas for improvement of the Operational Guidance on the Humanitarian Notification System for Deconfliction (HNW4D).
- Promote interoperability between norms and guidance and field operations; strategize on how to bring global guidance and norms to complex operational contexts and how to support country-specific guidance development.
- Support and/or undertake speaking engagements with UN-CMCoord constituencies (academia, military, humanitarian, government, think tanks, etc).
- Provide written inputs to talking points, briefs, speeches, presentations, etc.

4. Any other tasks as requested by the Chief of CMCS or the Chief of ERSB.

IV. Qualifications and Experience

Education:

- Advanced university degree (Master's degree or equivalent) in international studies or a related field.

Work experience:

- Two years, preferably three years, of relevant experience is required.
- Minimum of two years of experience in humanitarian affairs and/or in civil-military coordination would be an asset.

Languages:

- English and French are the working languages of the United Nations Secretariat. For this function fluent oral and written English and French is essential.
- Knowledge of another official UN language is an advantage.

Other requirements:

- Technological/IT skills (e.g. Word, PowerPoint, Excel, Lotus Notes, databases, online & mobile platforms).
- Availability for extensive travel.

UN competencies:

Professionalism: Shows pride in work and achievements.

Respect for Diversity: Works effectively with people from all backgrounds.

Communication: Listens to others, correctly interprets messages from others and responds appropriately. Speaks and writes clearly and effectively.

Teamwork: Works collaboratively with colleagues to achieve common goals.

Planning and Organizing: Identifies priority activities and assignments; adjusts priorities as required.

Accountability: Takes ownership of all responsibilities and honours commitments.

V. Learning Elements

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

- Understand and convey the global and operational dimensions of humanitarian civil-military coordination.
- Research, analyse and develop contextual strategies for humanitarian civil-military coordination and provide advice on their implementation.
- Understand and implement the dynamics of interoperability and the creation of an enabling environment for humanitarian action.
- Provide briefings and presentations to civilian and military personnel on humanitarian civil-military coordination principles, concepts, guidelines and practical applications in different emergency contexts.
- Prepare written reports, discussion papers and talking points on humanitarian civil-military coordination issues and related topics.
- Undertake humanitarian civil-military coordination functions in the field.

VI. Background Information

OCHA is the designated focal point in the UN system for humanitarian civil-military coordination. Within OCHA, the Civil-Military Coordination Section (CMCS) of the Emergency Response Support Branch (ERSB), Coordination Division (CD), carries out this responsibility. CMCS supports relevant field and headquarter-level activities through the development of institutional strategies to enhance the capacity and preparedness of national and international partners.

United Nations Humanitarian Civil-Military Coordination (UN-CMCoord) facilitates dialogue and interaction between civilian and military actors, essential to protect and promote humanitarian principles, avoid competition, minimize inconsistency and, when appropriate, pursue common goals.

UN-CMCoord provides a framework that enhances a broad understanding of humanitarian action and guides political and military actors on how best to support that action. It helps to develop context-specific guidance and norms based on internationally agreed guidelines. It establishes humanitarian civil-military coordination structures, ensuring staff members are trained to make that coordination work. UN-CMCoord is particularly essential in complex emergencies/high-risk environments in order to facilitate humanitarian access, the protection of civilians, and the security of humanitarian aid workers.

Additional information on CMCS and humanitarian civil-military coordination is available at:

Humanitarian // Military Dialogue: <http://vwww.dialoguing.org>

Humanitarian // Military Dialogue Community Page: [HMDDialogueGplus](#)

OCHA Website: <http://www.unocha.org/themes/humanitarian-civil-military-coordination>

Information on Geneva and living conditions can be found at: <http://www.geneva.ch>

