

## Junior Professional Officer (JPO) Programme Analyst at the P2 Level, Dakar, Senegal

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### I. Overview

Through USAID's Bureau for Humanitarian Assistance (USAID/BHA), the United States (U.S.) sponsors qualified U.S. citizens for employment in the United Nations Population Fund (UNFPA) Junior Professional Officer (JPO) Program.

**You must be a U.S. citizen to apply.**

Application Deadline:

**29 February 2024**

Application instructions below in  
Section **VIII**.

These fully funded JPO positions strengthen the capacity of UNFPA and further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions at UNFPA and in other international and non-governmental organizations (NGOs).

### II. General Information

**Title:** Programme Analyst, Humanitarian

**Organization/Office:** UNFPA/WCARO

**Duty Station:** Dakar, Senegal

**Start Date Required:** As soon as possible

**Duration:** One year, with possibility of a one-year extension

The USAID/BHA sponsored JPO will be an employee of UNFPA, not of the U.S. Government.

### III. Duties, Responsibilities, and Output Expectations

- Under the supervision of the HFCU Team Leader, the JPO will undertake the following responsibilities:
- Develop and prepare key knowledge resources, communications, and background materials.
- Assist with the preparation of technical meetings, webinars, and training, including preparing training materials, IT support, organizing content in Moodle and G-Drive, drafting meeting minutes and contributing to training reports as needed.

- Support planning, coordination, and monitoring of research, analysis and knowledge products, such as surveys, reports, situational analysis, fact sheets, and mapping of trends and emerging issues in the region to support the HFCU specialist.
- In collaboration with the specialists, collect and organize knowledge resources and facilitate dissemination within the COs and the region, namely through the West and Central Africa Humanitarian Online Community and other platforms.
- Support with information management and mapping of key actors and trends in key programmatic areas such as GBViE and SRHiE to inform analysis and briefs in priority humanitarian countries
- Support coordination of the R-SRH Working Group and the R-GBV Working Group, as well as the regional technical meetings with CO focal points. This will include management and updates of contact lists, meeting agenda, and invitations, as well as translations (English/French).
- Assist with translations between French and English as necessary.
- Support in the planning, coordination, and monitoring of various research and analysis activities.
- Collaborate in collecting and organizing knowledge resources for dissemination within the region.
- Engage in information management, focusing on key programmatic areas and trend analysis.
- Support preparedness efforts and assist Country Offices in planning and coordination, including with Minimum Preparedness Action plans and the MISP Readiness Assessment.
- Regularly update the financial monitoring dashboard and provide timely financial reports.
- Update, maintain and manage the online knowledge management platform for the WCA Humanitarian Community website
- Supports the development, and distribution of communication products on the activities carried out by the HFCU, in collaboration with other units, and in particular with WCARO Media Specialist Communications A

#### **IV. Supervision**

**Supervisor's Title:** Humanitarian and Fragile Context Unit Team Leader

- Content and Methodology of Supervision:
- The JPO will benefit from a structured and supportive supervision approach, including:
- Initial structured guidance to progressively increase responsibilities.
- Development of a clear work plan with specified key results.

- Continuous knowledge sharing and performance feedback throughout the assignment.
- Easily accessible supervisor for guidance and support.
- Regular participation in Unit/Team/Office meetings for better integration and understanding of operational effectiveness.
- Advice on professional learning and training opportunities within their expertise.
- Annual performance appraisal and development discussions (PAD).

## **V. Qualifications and Experience**

### **Education:**

- Postgraduate degree in a related area such as international relations, humanitarian studies, social, health, political science, information management or communication;

### **Work Experience:**

- At least 2 years of professional work experience at the national and/or international level in humanitarian or development settings, non-profit, data or information management; previous experience working in the UN or other international organization is an asset;
- Prior experience in developing countries and/or humanitarian settings is an asset.

### **Languages:**

- Ability to write and to speak clearly and concisely in both French and English.
- Working knowledge of any other official UN language is an asset;

### **Additional Desired Technical Skills:**

- Excellent oral communication and written skills; excellent drafting, data analysis, formulation, reporting skills;
- Strong overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Accuracy and professionalism in document production and editing;
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners
- Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel;

- Expertise and/or strong interest in one of the thematic areas (SRH, GBV, Data and population) is an asset
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Knowledge and understanding of substantive aspects of UNFPA mandate; Basic knowledge of relevant institutional mandates, policies, guidelines and knowledge of the institutions of the UN system is an asset.
- A good understanding of the UN system in general, and especially UNFPA mandate, its policies and operations and current development topics and political issues in the West and Central Africa region;

### **UN Competencies:**

- Good interpersonal and diplomatic skills Integrity, tact and discretion,
- Knowledge of resource mobilization and negotiation skills,
- Good oral and written communication skills,
- Good level of judgment and initiative,
- Excellent time management,
- Attention to details and service oriented,
- Willingness to creatively solve problems

### **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.

## **VI. Learning Elements**

By the end of the two-year assignment, the JPO will have developed the ability to:

- Appraise and prepare projects addressing critical humanitarian needs.
- Write detailed assessment reports on specific humanitarian interventions.
- Monitor and evaluate progress in humanitarian efforts using specific analytical tools.
- Prepare comprehensive project budgets based on strategic requirements.

## **VII. Background Information**

### **Information on the receiving office:**

The JPO will integrate the Humanitarian and Fragile Context Unit of UNFPA's West and Central Africa Regional Office (WCARO). The Regional Office (RO) is based in Dakar, Senegal, and covers 23 countries in the region. Countries in the West and Central Africa region (Burkina Faso, Cameroon, Central African Republic, Chad, Congo Republic, Mali, Mauritania, Niger, Nigeria) face a combination of crises. Instability continues to plague the Sahel region. Boko Haram's growing presence in recent years has severely compromised peace, security, and stability in the Lake Chad Basin area (Cameroon, Chad, Niger, and Nigeria) and beyond affecting around 17 million people. WCARO's effort to lead a humanitarian response focuses on strengthening vulnerable communities, preventing and responding to Gender-Based Violence (GBV), providing Sexual and Reproductive Health Services, and more.

Through the Humanitarian and Fragile Contexts Unit (HFCU), the Regional Office ensures the mainstreaming of strategic focus across Country Offices (COs), encouraging best practices and up to standard, compliant, innovative approaches, through regular oversight, follow up, and capacity building initiatives. The HFCU also offers bilateral support to country offices, which includes deployment of resources and expertise, quality assurance of programmatic interventions, and capacity building of COs and Implementing Partners (IPs) to address bottlenecks and ensure the quality of the humanitarian programmes in the region. Finally, HFCU specialists participate in regional coordination groups within the humanitarian response, interagency coordination, and COVID-19 prevention and response, ensuring UNFPA's leading role for SRH and GBV in emergencies

The JPO is expected to support the HFCU team in their coordination, capacity building, and quality assurance responsibilities. The position will include knowledge and information management responsibilities, research, and analysis. The JPO will be exposed to a transformative environment and sound technical knowledge to deliver high impact and sustained results in data and population, SRH, and GBV in emergencies.

### **Family / Non-family Duty Station: Family Duty Station**

### **Living conditions at the Duty Station:**

The JPO will be provided the equal duty of care as extended to all host entity personnel. Host entity support to the JPO includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice, and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications, and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring, and coaching by a supervisor including a clear work plan and performance appraisal;
- Access to office space, equipment, IT support, and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training, and learning;
- Inclusion of the JPO in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;

## **Transforming our World: The 2030 Agenda for Sustainable Development**

On 25 September, the United Nations General Assembly unanimously adopted Resolution 70/1, Transforming our World: the 2030 Agenda for Sustainable Development. This historic document lays out the 17 Sustainable Development Goals, which aim to mobilize global efforts to end poverty, foster peace, safeguard the rights and dignity of all people, and protect the planet.

## **VIII. Application Instructions**

The JPO program selection process is carried out jointly by USAID/BHA and UNFPA

**You must be a U.S. Citizen to apply. Applicants must be no older than 32 years of age as of December 31 of the year of application.**

To apply please send the following to [BHA.JPOCoordinator@usaid.gov](mailto:BHA.JPOCoordinator@usaid.gov):

1. completed [UN Personal History Statement \(PII\)](#);
2. resume (CV) and;
3. cover letter to explain your interest in this position.



Please state which position you are applying for in the subject line of your email. If you wish to apply for multiple positions, please complete a Personal History Statement (PII) for each position and submit these to us in separate emails with the appropriate subject heading. Please submit your application documents in PDF format when possible.

**Due to the volume of applications received, only selected candidates will be contacted for an interview.**

**Application Details:**

Please complete the PII thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only. [You can find the PII form on the USAID/BHA Jobs website.](#)
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Incomplete applications will not be considered.

**Application Deadline: 29 February 2024**

For more information please consult the [USAID/BHA Jobs website.](#)