

## Junior Professional Officer (JPO) in Humanitarian Affairs at the P2 Level, Mogadishu, Somalia

---

### 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 Office for the Coordination of Humanitarian Affairs (OCHA) Junior Professional Officer (JPO) Program.

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

Application Deadline:

**February 29, 2024**

Application instructions below in  
Section **VIII**.

These fully funded JPO positions strengthen the capacity of OCHA 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 OCHA and in other international and non-governmental organizations (NGOs).

### II. General Information

**Title:** JPO in Humanitarian Affairs

**Organization/Office:** OCHA Somalia

**Duty Station:** Mogadishu, Somalia

**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 OCHA, not of the U.S. Government.

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

- Monitors, analyzes and reports on humanitarian response and developments, disaster relief/management programmes or emergency situations in the Somalia.
- Support the Head of Field Coordination Unit in facilitating regional coordination mechanisms to promote coherent and effective responses at the local level.
- Assists in the production of appeals for international assistance; ensures the proper use and spending of donor contributions channeled through OCHA.

- Assists Federal and State-level government counterparts in capacity-building for handling emergency situations; develops country-specific indicators in collaboration with area experts and ensures the subsequent monitoring of these indicators; recommends actions based on the analysis of pertinent information.
- Initiates and coordinates activities related to technical cooperation and technical assistance projects in disaster response and disaster response preparedness; formulates project proposals and relevant project documents; provides technical support to field work; reviews and clears project reports for submission to donors.
- Partners with other humanitarian agencies to plan and evaluate complex humanitarian and emergency assistance programmes; helps ensure that latest findings, lessons learned, policy guidelines, etc. are incorporated into these activities, including gender-related considerations.
- Establishes and maintains contacts with government officials, other UN agencies, nongovernmental organizations, diplomatic missions, media, etc.; ensures appropriate mechanisms to facilitate collaboration and exchange of information both in and outside the UN system, including on early warning and contingency planning, etc.
- Organizes and participates in work groups, meetings, conferences, consultations with other agencies and partners humanitarian and emergency relief-related matters.
- Supports field offices in all States of Somalia
- Performs other duties as required.

#### **IV. Supervision**

##### **Head of Field Coordination Unit / 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.



Additional methodologies of supervision include (i) regular weekly consultations for tasking and guidance (ii) regular evaluation of progress made and areas of improvement. (iii) workplan discussion, midpoint discussions / evaluation and end of year discussion / evaluation in ePAS.

## **V. Qualifications and Experience**

### **Education:**

Advanced university degree (Master's degree or equivalent) in international relations / affairs, disaster management, social studies, economics or political science 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 2 years of relevant work experience in humanitarian affairs, emergency preparedness, crisis / emergency relief management, rehabilitation, development or other related areas is required.

### **Languages:**

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

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

Excellent information analysis skills. Excellent drafting, formulation and reporting skills. Knowledge of computer skills, Microsoft Teams and other communication skills is an added advantage

### **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;

**COMMUNICATION:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

**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

### **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**

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

- Write various reports, including weekly situational reports, flash updates (as required) and daily briefings
- Facilitate and coordinate inter-agency meetings
- Lead inter-agency assessments and monitoring missions • Provide coordination support in disaster/emergency situations.
- Support contingency and preparedness planning exercises
- Consolidate and analyze emergency response data

## **VII. Background Information**



OCHA Somalia has been operational in Somalia since 1999. The office contributes to principled, effective and timely humanitarian response through strategic coordination, advocacy, policy support, information management and humanitarian financing.

OCHA Somalia continues to strengthen coordination at national and field level. OCHA maintains its field offices in Somalia (Baidoa – South West State, Banadir - Mogadishu, Belet-Weyne – Hirshabelle State, Dhuusamareeb – Galmudug State, Doolow and Kismayo – Jubaland State, Garowe – Puntland State and Hargeisa – Somaliland) and a country office in Mogadishu to ensure humanitarian financing and networking throughout the country. The office in Nairobi will provide liaison with regional UN offices and humanitarian donors.

In Somalia, OCHA works specifically to support the delivery of effective and principled humanitarian action that meets the needs of the most vulnerable people. To achieve this, OCHA supports the Humanitarian Coordinator and humanitarian partners in operational coordination, humanitarian financing, public information, humanitarian analysis, advocacy and information management. OCHA plays a pivotal role in supporting partners to catalog, analyze and overcome operational challenges, and plays the key role in facilitating humanitarian access. To this end, OCHA works closely with authorities and humanitarian partners at all levels to enhance the coherence and quality of humanitarian response.

Presently OCHA Somalia's Field Coordination Unit in Mogadishu has one international and three national staff to support the field offices, and ensure coordination with the federal-level coordination mechanisms, including intercluster coordination, humanitarian access, humanitarian financing and information management.

To fulfill its mandate and effectively work to support the people of Somalia, OCHA works with several key partners including national non-governmental organizations, international non-governmental organizations as well as local authorities.

## **VIII. Application Instructions**

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

**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: February 29, 2024**

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