

Vacancy announcement

UN JPO Programme

JPO in Humanitarian Financing

United Nations

Office for the Coordination of Humanitarian Affairs (OCHA), Humanitarian Financing and Resource Mobilization Division (HFRMD)



Closing date
6 August 2021
24:00 KST

Vacancy Announcement # 20P131

I General information

Title:	JPO in Humanitarian Financing
Sector of Assignment:	Humanitarian Affairs
Country:	USA
Location (City):	New York
Agency:	United Nations Office for the Coordination of Humanitarian Affairs (OCHA), Humanitarian Financing and Resource Mobilization Division (HFRMD)
Duration of Assignment:	Initially one year with the possibility to extend for a 2 nd year
Grade:	P2 step 1 in the first year

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:
<https://UNrecruit.mofa.go.kr>

II Duties, Responsibilities and Output Expectations

The incumbent is expected to:

- Assist in the design and preparation of studies and projects on and the implementation of innovative humanitarian financing instruments, crisis risk financing frameworks, disaster, emergency relief and related issues and in various follow-up activities.
- Research, analyze and present information gathered from diverse sources on topics related to innovative humanitarian financing, including anticipatory approaches, insurance and contingency financing instruments
- Field missions to support the roll-out of anticipatory action frameworks
- Contribute to the preparation of various written documents, e.g. drafts sections of studies, background papers, policy guidelines, etc.
- Assist in the organization of meetings, seminars, conferences, workshops, etc. with partners in innovative humanitarian financing, such as UN agencies, NGOs, the IFRC, the World Bank or the private sector; facilitate exchanges of professional expertise and views on specific humanitarian financing-related subjects/issues; serve as reporter to such events.
- Maintain awareness of current humanitarian affairs and related issues, to include relevant political, policy, gender considerations or other developments in specific subject area, country or region concerned.
- Develop and maintain reference/resource information on specific topics or policy-related issues; respond to various inquiries and information requests internally and externally.
- Participate in technical assistance or other missions.
- Assist and support the Division Director during mission travel to New York.
- Participates in project/programme formulation and mobilization of relevant resources.
- Performs other duties as required

III Training component: Learning elements and expectations

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

- Design and draft an anticipatory action plan, including assessment of appropriate forecasts, triggers and humanitarian interventions
- Assess financial instruments' suitability for different crisis settings
- draft public information materials/talking points/presentations
- organize workshops/trainings/conferences

The JPO will gain in-depth understanding and knowledge of crisis risk financing and will be exposed to issues related to humanitarian operations in a variety of contexts.

IV Supervision

Title of Supervisor:

Head of Unit

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 his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

Evaluation:

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

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in economics, business or public administration, social sciences, international studies, law or any other relevant field 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 (incl. internships and volunteering):

A minimum of 2 years of work experience in humanitarian affairs, humanitarian or development finance, disaster risk reduction, or other related field [finance or economics].

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of French is an advantage.

Other skills:

Good computer skills

UN competencies:

PROFESSIONALISM: Sound knowledge of and exposure to a range of humanitarian, emergency relief assistance and related human rights issues. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Excellent drafting skills and strong computer literacy. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, work under pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery). 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. Takes responsibility for incorporating gender perspectives and ensuring the

equal participation of women and men in all areas of work.

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.

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.

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 Background information on Agency/Department/Section

The Humanitarian Financing and Resource Mobilization Division (HFRMD) combines the task of raising funds for crises and managing humanitarian pooled funds with that of exploring how innovative financing can better fund humanitarian response. The Division includes two principal Branches – The Pooled Fund Management Branch (PFMB) and the Partnerships, Resource Mobilization Branch (PRMB) as well as a Humanitarian Financing Strategy and Analysis Team (HFSA)

Within HFRMD the Humanitarian Financing, Strategy and Analysis Unit (HFSA):

- Helps the humanitarian system to harness the knowledge and expertise of international financial institutions (IFIs), UN agencies, donors, private sector, civil society and academia.
- Conducts analysis to promote understanding of the advantages and limitations of different approaches, models, instruments and tools that the system uses to finance humanitarian action, including innovative financing, and the extent to which they could operate in a more coordinated, mutually reinforcing, and compatible manner.
- Pilots and scales up and mainstreams best practices and innovations in humanitarian financing into humanitarian operations, in close collaboration with partners including field-based stakeholders
- Implements and advocates for more anticipatory approaches to humanitarian needs.
- For more information:
 - [A Casement Lecture: Towards a Better System for Humanitarian Financing](#)
 - [Anticipation saves lives: How data and innovative financing can help improve the world's response to humanitarian crises](#)

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2021 (Born on or after Jan. 1 1989) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it.

* Age limit for male candidates who have completed military service:

- Less than one year will be extended for one year;
- one year above and two years under will be extended for two years;
- two years or more will be extended for three years.

* To be discharged from military service in the year of the application may apply

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://www.un.org/development/desa/jpo/vacancies/2021/06/jpo-programme-of-the-republic-of-korea/>

*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **6 August 2021 (24:00 KST)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register
- A copy of the university degree
- A certificate of English language proficiency. Applicants should submit a minimum of
(1) IBT TOEFL score of 100 (or PBT TOEFL 600 and above) or
(2) NEW TEPS score of 430 or
(3) IELTS 7 or (4) TOEIC 900
(TOEFL 'MyBest Scores' are not accepted)
- Only for male applicants: A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]