

United Nations JPO Programme



TERMS OF REFERENCE

24P158

Junior Professional Officer (JPO)

I. General Information

Title:

Humanitarian and Emergency Coordination Associate, JPO

Sector of Assignment (Humanitarian Affairs, Development):

UN System Coordination

Organization/Office:

United Nations Resident Coordinator Office (RCO) in Uganda

Duty Station:

Kampala, Uganda

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Direct Supervision by:

Issa Conteh

Title of Supervisor:

Head of UN Resident Coordinator's Office

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.
- Structured and regular guidance provided by the Head of Office through periodic one-on-one meetings
- Using a work plan, aligned to the goals of the RCO and the global RC system with clear key results and performance/development feedback mechanism.
- Easy access to the supervisor for updates, guidance and troubleshooting
- Participation in relevant results groups and working groups meetings of the UNCT, and weekly RCO meetings, with opportunities to participate in a wide range of activities with partners and other international/national events.
- Guidance and advice in relation to learning and training opportunities within the field of UN coordination and within specific areas of interest.

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



III. Duties, Responsibilities and Output Expectations

1) Lead Coordination on Humanitarian and Emergency Interventions (40%)

- Serve as the focal point for humanitarian and emergency response coordination within the RCO.
- Act as the primary point of contact for humanitarian coordination, representing the coordination mechanism in relevant forums and meetings.
- Contribute to analytic pieces and the development of emergency and humanitarian response plans
- Consolidate report on UN systemwide humanitarian and emergency initiatives including CERF, bilateral funding opportunities and other funding opportunities.
- Facilitate coordination among UN agencies, government bodies, and humanitarian partners to ensure timely and effective responses to emergencies.
- Provide regular updates on UN humanitarian interventions to the Head of RCO, the Resident Coordinator and UNCT.
- Facilitate regular coordination meetings among humanitarian groups and partners, including UN agencies, NGOs, government bodies, and donors.
- Develop and maintain a comprehensive contact list of all humanitarian actors and stakeholders.
- Ensure timely and accurate sharing of information among partners to facilitate coordinated planning and response.

2) Support Coordination of the Design of the Next Cooperation Framework (20%)

- Assist in coordinating consultations and discussions with government counterparts, UN agencies, civil society, and other stakeholders to inform the design of the next Cooperation Framework.
- Facilitate workshops and meetings to ensure broad-based participation in the CF design process such as the Common Country Analysis (CCA), Cooperation Framework results formulation and UNCT Configuration dialogue workshops.
- Contribute to analysis of development trends and needs to align the Cooperation Framework with national priorities and the Sustainable Development Goals (SDGs).
- Provide input to the drafting, reviewing, and finalizing documents related to the Cooperation Framework.
- Participate in all RCO led workshops and events linked to the Cooperation Framework.

3) Support the effective functioning of the UN Coordination Structures (20%)

- Support the RC and UNCT in their implementation.
- Act as focal point for contacts between the Government and the RC and UNCT, maintaining excellent relations with a wide range of Government counterparts; facilitate the annual/midterm review processes with Government counterparts.
- Work closely with the UNCT Results Groups and Working Groups to monitor and report the implementation of the 2021-2025 Cooperation Framework to support achievement of SDGs.
- Liaise with non-resident and non-UNCT member agencies as required, including the UN Development Coordination Office (UNDCO) for Africa and the Headquarters in New York.
- Provide administrative and technical support to the results and thematic groups linked to humanitarian coordination.
- Assist in the preparation of talking points, briefing notes, and presentations for results group meetings.
- Coordinate with results group chairs and members to address challenges and identify opportunities for improved collaboration.

4) Strengthen Partnership and Private Sector Engagement (20%):

- Support the development and implementation of strategies for partnership and private sector engagement.
- Support the effective functioning of the Multi-Partner Trust Fund for the UN joint initiatives in Uganda.
- Ensure the effective engagement of private sector partners including the participation in the Private Sector Development Partners Group and the private sector forum.
- Build and strengthen strategic partnership with Heads of UN agencies, agencies' focal points, relevant government and non-government counterparts and bilateral partners.
- Facilitate engagement with private sector entities, fostering collaboration and securing resources.



- Maintain a database of private sector partners, tracking contributions and partnerships.
- Develop and promote initiatives that align private sector activities with UN goals and priorities.
- Coordinate the preparation of consolidated appeals and funding proposals to donors.

5) Any other assigned duties or tasks, as appropriate

IV. Qualifications and Experience

Education:

Master's Degree or equivalent Advanced Degree in Development, International Relations, Political Science, Economics, Management, or a related field

Work experience:

A minimum of two years of working experience in a relevant field

Languages:

Fluency in English is required.

Other skills:

Working/volunteer experience in the developing country is an asset.

Experience with and understanding of the UN system/agencies is an asset.

Knowledge of the Africa region, particularly East Africa is an advantage.

Good communication skills- oral and written.

UN competencies:

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

LEADERSHIP: Serves as a role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement; does not accept the status quo; Shows the courage to take unpopular stands

MANAGING PERFORMANCE: Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly

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.



V. Learning Elements

As part of the UN JPO programme framework, the JPO will benefit from the following training and learning opportunities:

- Use of yearly JPO duty-related travel and training allocation (DTTA)
- Other training and learning opportunities offered within the UN Secretariat
- Other regional trainings focusing on RCO's roles

The JPO will work directly with the RC in all her/his capacities and closely collaborate with the UN agencies, which gives a unique opportunity for the JPO to learn the UN system from a wider perspective at the country level. In addition, the Coordination Officer will not only gain experience of working in a country office setting but will also benefit from being based in a UN regional hub and will have the opportunity to interact with a range of UN agencies and participate in high-level meetings and events organised at the regional level.

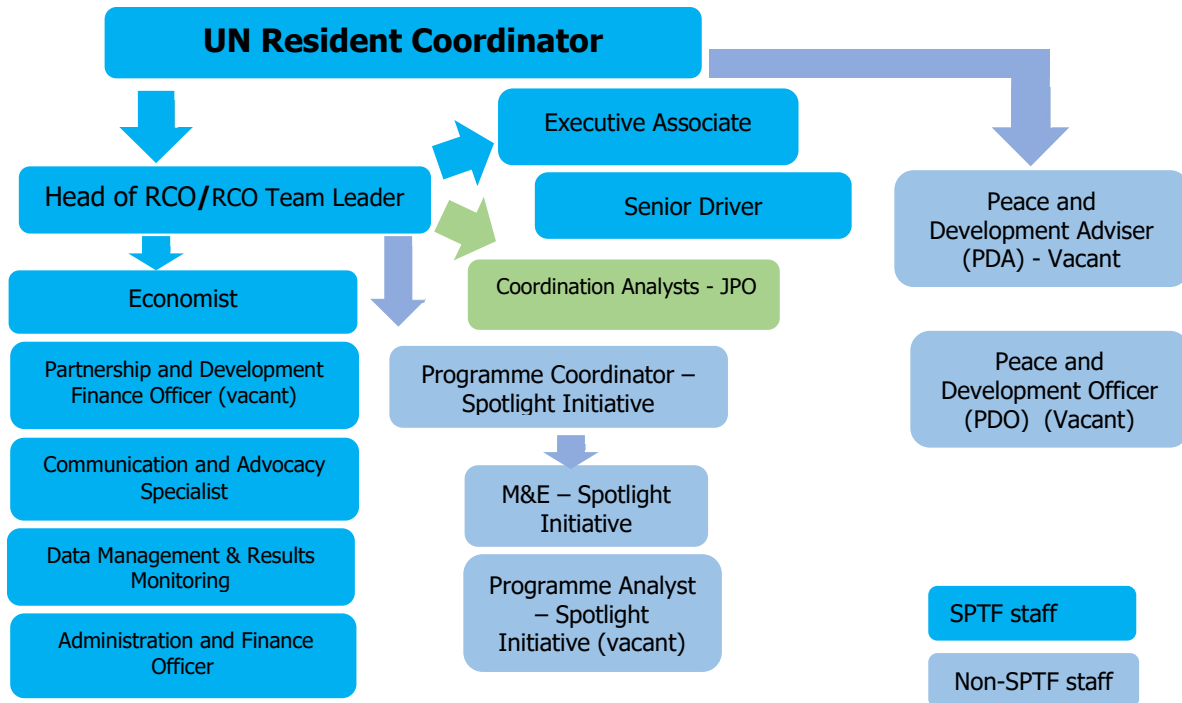
VI. Background Information

Information on the receiving office: The UN Resident Coordinator (RC) is the designated representative of the UN Secretary-General for development activities and the team leader of the UN Country Team (UNCT), which in Uganda is composed of 18 UN agencies. She/he assumes the responsibility for and coordination of the development activities of the UN carried out at country level. Under the guidance and direct supervision of the RC, the Coordination Officer supports the RC and the UNCT to coordinate the work of the UN entities in Uganda, support Uganda to achieve the SDGs, and promote the human rights and the core values of the UN in Thai society.

In July 2017, the UNCT signed with the Royal Thai Government on the United Nations Partnership Framework (UNPAF) Uganda for 2017-2021. They subsequently developed 2-year operational plan for implementing and monitoring the UNPAF with the aim to achieve a greater level of coherence, effectiveness and accountability. The UNCT agencies monitor and report on the UN's contributions within the framework of the UNPAF and of the SDGs. The RCO will provide strategic, and secretariat supports to the RC and the UNCT to effectively implement the UNPAF.

As of December 2018, the RCO staffing comprises the three following posts in addition to the post of Coordination Officer (JPO): Peace and Development Advisor (P4), Information Assistant (G6) and Programme Assistant (G5). The RCO is located within the main UN office in Kampala with proximity to other UN agencies and to the UN Economic and Social Commission for Asia and the Pacific (ESCAP).

Organization chart:



Living conditions at the Duty Station: Kampala is an international city and a hub of the Asia-Pacific region, and it is a family duty station with various choices of accommodations for rent, quality hospitals and international schools. The official language is Thai, but English is widely used in city areas. In addition, the RCO is situated within the main UN premises in Kampala, which provides a range of services to staff including language lessons, various catering facilities and a library.

Smoking/Non-Smoking environment (as applicable): Non-smoking environment inside the office building