

TERMS OF REFERENCE Junior Professional Officers (JPO)

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I. General Information:

Title:

Junior professional Officer

Sector of Assignment:

UN System Coordination

Country:

Lebanon

Location (city):

Beirut

Agency:

UNDP

II. Content and methodology of supervision:

Under the direct supervision of the UN DSCOL/RC, the JPO has the responsibility of providing support to the UN DSCOL/RC in the Planning and Coordination of development and humanitarian efforts of the United Nations in Lebanon. In performing their tasks, the JPO is expected to coordinate with other colleagues in the offices of the UN DSCOL/RC

III. Duties, Responsibilities and Output Expectations:

1. Bring to the attention of the UN DSCOL/RC all matters requiring their personal attention and assist in formulating options as to how these matters might be handled;
2. Prepares short summaries and notes to the file on all meetings of the UN DSCOL/RC and maintains a record of such documents;
3. Ensure appropriate follow-up for implementation of decisions and directives issued by the UN DSCOL/RC and provide feedback as directed;
4. As requested, deal with incoming and outgoing correspondence of the UN DSCOL/RC and draft correspondence for signature by the UN DSCOL/RC;
5. As requested, prepare briefs and summaries of reports;
6. Liaise and maintain close working relationships with officials at the relevant level of state institutions, political parties, civil society organizations and religious actors;
7. Organize conferences, meetings, seminars and workshops;
8. Support actions related to coordination of UN humanitarian and development activities
9. Undertake any special assignments as directed by the UN DSCOL/RC

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field.

Language Requirements:

Fluency in English. Knowledge of Arabic and/or French would be of advantage.

Work Experience (at least 1 to 2 years relevant work experience):

At least 2 years of post Master's relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Knowledge about the UN and RC systems would be an advantage. Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Key Competencies of the assignment:

Strong technical and analytical capacities.

Sound judgment.

Excellent organisational skills and ability to handle effectively multiple tasks.

Ability to work independently.

Excellent written and oral communication skills.

Ability to work in a multicultural context.

Strong interpersonal skills and team spirit.

Dependability and reliability.

V. Learning Expectations:

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

- Contribute to enhancement of coordination of UN activities in Lebanon
- Support to implementation of relevant UN security Council Resolutions

VI. Background Information:

In 2007, the Office of the Special Coordinator for Lebanon (UNSCOL) was established as a semi-integrated mission under the leadership of DPA. The UNRC in Lebanon also occupies the position of Deputy Special Coordinator (DSCOL), in analogy with the DPKO integrated missions, in which the DSRSG is also the UNRC, and as such provides the communication channel between the SCOL and the UNCT. The position of DSCOL therefore covers a range of functions with a number of UN entities, including:

Planning and coordinating the development and humanitarian efforts of the United Nations in Lebanon with the United Nations Country Team (UNCT), and with a view to ensuring maximum coherence in the spirit of the "One UN" concept;

Leading the UN dialogue with the Lebanese Government on the building of national capacity and institutions and post-crisis recovery/reconstruction programmes;

Leading the UNCT's interface with the Lebanese Government and other national counterparts (including NGOs) for the planning and implementation of recovery and longer-term development programmes, in consultation with the SCOL;

As Deputy Designated Official in the area north of the Litani River in Lebanon, provides security leadership through a "Risk Management" approach (rather than a "Risk Avoidance" approach) to enable the effective implementation of operational programmes;

Effectively mainstreams security by: integrating security considerations into the planning of all operations at the earliest stages; convening and leading inter-agency Security Management Team (SMT) for joint action on security; ensuring that an updated security plan is in place, and all UN staff are aware of their responsibilities under the plan.

The DSCOL/RC is also the Resident Representative of the United Nations Development Programme (UNDP), the UN agency with the largest operational portfolio of projects in Lebanon.

In the UNCT in Lebanon consists of thirteen specialized agencies and affiliates, including the World Bank and the IMF. The UNCT has embarked on the process of preparation of Lebanon's UNDAF for the period 2009 – 2013 focusing on five areas namely Economic Development and Regional Disparities, Governance, Environmental protection, Gender and Human Rights.

VII. Information about Living Conditions at the Duty Station:

Please refer to www.und.org.lb for information.