



TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER

A. General Information

POST TITLE: Humanitarian Response - Junior Professional Officer (JPO)
LOCATION: Bangladesh
DURATION: One year initially with the possibility to extend

B. Supervision

Content and Methodology of Supervision:

1. Provide job-related guidance in a timely, constructive and appropriate manner.
2. Explain the functions and what is required of the JPO's position and how it relates to the overall mandate of UNFPA.
3. Provide the necessary information, rules, equipment and other tools for the job to be done well.
4. Provide the JPO with opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities.
5. To take an overall interest in the development and provide encouragement and advice on how the JPO can realize his/her potential.
6. To consult and provide opportunities for the JPO to express his/her views on work-related matters.

C. Duties and Responsibilities

Under the guidance and direction of the UNFPA Representative, the Humanitarian Response Officer (HRO) will ensure effective coordination of UNFPA humanitarian support in the Country Office (CO). The focus of the humanitarian and emergency support will be mainly in reproductive health and gender-based violence. The HRO will serve as focal point among key Government, UN and non-UN humanitarian partners, liaising with UNFPA CO and with the regional level. The incumbent, as necessary, must have the ability to travel to emergency places within the CO that are approved by the United Nations Security Coordinator and UN Department for Safety and Security (UNDSS).

The incumbent will perform the following duties:

- Participate in emergency and humanitarian meetings/forums that discuss and agree on inter-agency coordination and policy development that involve key UN and non-UN humanitarian partners often organized and/or chaired by the Office of the Coordination of Humanitarian Affairs in the UN (OCHA);
- Build partnerships for channeling resources and UNFPA assistance through relevant agencies and organizations that deliver emergency relief programmes. These include United Nations organizations, such as UNHCR, UNICEF, WFP, and WHO, and international and local non-governmental organizations.

- Participate actively in the emergency preparedness through United Nations Country Team (UNCT) contingency planning processes to ensure incorporation of ICPD priority issues, especially RH, HIV/AIDS, youth and gender;
- Enhance UNFPA's participation in the development of Consolidated Humanitarian Action Plans (CHAPs) and the Consolidated Appeals Process (CAPs), as well as in transition and recovery frameworks;
- In times of crises, fully participate in emergency and humanitarian coordination mechanisms and working groups for rapid response and for submission of UNFPA proposals for utilization of rapid response fund;
- Work closely with UNFPA CO, particularly in the implementation of the sub-regional humanitarian contingency plans, and play a leading role in reproductive health related assistance, including provision of reproductive health information for repatriated refugees and internally displaced persons (IDPs);
- As requested by the CO, conduct pre-assessment, monitoring and evaluation missions to inform strategic approaches, as well as review and comment on sub-offices reports;
- Build capacity of sub-offices and their partners, especially in developing project proposals for rapid response funds (for example, CERF); and
- Perform other functions as may be requested by the UNFPA Representative and/or his Deputy.

D. Qualifications and Experience:

1. A solid academic background at the post-graduate level (Master degree) preferably in gender or women's studies, international development studies or other relevant field
2. At least two years of experience in emergency and/or humanitarian affairs or a related area. At least some field experience in complex emergencies, including humanitarian emergency response, preferably on matters relating to Gender Based Violence, reproductive health and HIV/AIDS.
3. Fluency in English and ability to write clearly and concisely.
4. Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

E. Corporate Competencies

Valuing Diversity

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context. Continually examines his/her own biases and behaviours to avoid stereotypical responses.

Working in Teams

Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to team problems and asks for help when needed. Pursues achievement of common goals.

Integrity/ Commitment to the mandate

Acts in accordance with UN/UNFPA values. Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.

Self and conflict management

Makes effective use of oneself – managing moods. Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism.

Communicating information and ideas

Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others.