



TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER

A. General Information

POST TITLE: Youth - Junior Professional Officer (JPO)
LOCATION: Haiti
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 direct supervision of the Assistant Representative and the general supervision and guidance of the UNFPA Representative, the JPO assists in the formulation, implementation and monitoring of the UNFPA Country Annual Work Plan to ensure that the outcomes are in line with government and UNFPA's priorities, policies and procedures. The JPO also serves as a key technical resource person in her/his field of specialty for all stakeholders in the field of Population and Development, Gender and RH/HIV/AIDS concerning youth and adolescents. More specifically s/he will be responsible for the following substantive duties and responsibilities related to youth field:

- Contribute to the collection and analysis of data with specific reference to youth and adolescents;
- Assist in the implementation and monitoring of the UNFPA Country Programme and its periodic reviews with the Government authorities, representatives of bilateral assistance agencies and UN agencies.
- Assist in the preparation and formulation of youth/gender/RH:HIV/AIDS project documents including project descriptions, workplans and budgets;
- Initiate correspondence with UNFPA HQ, participating and executing agencies, and Government authorities on programme and project implementation

- Participate in relevant UN Theme groups and possible task forces;
- Develop and maintain liaison with the Government, UN, NGOs and the donors.
- Contribute to project development and resource mobilization.
- Assist in any other task as required by the Country Office.

D. Qualifications and Experience:

- Master's and in social sciences, psychology, education or related field;
- Professional experience in working with adolescents and youth issues in developing countries, with some degree of expertise in communication and advocacy, reproductive health and gender;
- Experience in formulating, managing and monitoring projects;
- Experience in policy dialogue in the areas of youth and adolescents' health and education with UN agencies, international NGOs and Government officials is an asset;
- Strong computer skills, particularly familiarity with database software, is highly desirable;
- Ability to write clearly and concisely;
- Fluency in French and working knowledge English
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

E. Corporate Competencies

Valuing Diversity

Demonstrates and 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.