

## Junior Professional Officer (JPO) at P3 level, Associate Expert – Gender Specialist, New York

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### I. Overview

Through USAID's Office of U.S. Foreign Disaster Assistance (USAID/OFDA), the United States sponsors qualified U.S. citizens for employment in the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) the Junior Professional Officer (JPO) Program.

These fully funded JPO positions strengthen the humanitarian coordination capacity of UNOCHA. They further encourage U.S. citizens to become active members of the international community. After completing their JPO assignments, a number of JPOs successfully compete for positions at UNOCHA, and in other international and non-governmental organizations.

### II. General Information

Title: Associate Expert – Gender Specialist

Sector of Assignment: Gender Equality Programming

Organization/Office: UNOCHA/Office of the Assistant Secretary-General and Deputy Emergency Relief Coordinator (OASG)

Duty Station: New York City, NY, USA

Date Required: As soon as possible

Duration: 1 year (with possible extension for another year)

### III. Background Information

#### Organizational Structure:

The Gender Specialist will be part of the gender team; headed by a Senior Gender Adviser. The team will work under the OASG. An OCHA Policy Instruction on Gender Equality (2016-2020) is the core guidance for the gender team; and is being implemented across the various entities in OCHA HQ and the field. The implementation of the OCHA Policy Instruction will be core to the actions of the team.

#### UN competencies:

- *Professionalism:* Ability to identify issues and judgment in resolving problems. Ability to conduct research, including evaluation and integration of information from a variety of sources. Ability to work under pressure, on occasion in a stressful environment. 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.
- *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 audience; demonstrates openness in sharing information and keeping people informed.
- *Teamwork:* Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- *Planning & Organizing:* Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- *Client Orientation:* Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

#### **IV. Eligibility**

- Education:** Graduate or law degree in fields including but not limited to gender, women studies, women and human rights, women, peace and security, international law, international humanitarian assistance, development, or international relations.
- Experience:** A minimum of five years of progressively responsible experience in humanitarian affairs, gender issues, emergency management, rehabilitation and development, international policy & advocacy or other related area is required. Experience in the field working on emergency preparedness or crisis/emergency relief management is preferred. Experience with gender equality programming in humanitarian contexts and with organizational gender mainstreaming is highly desirable. Professional experience and knowledge in the context of UN activities, mandates and core policies is preferred.
- Other skills:** Knowledge of the institutions of the UN system, particularly with relation to gender issues, is desirable. Familiarity with humanitarian principles and practice and relevant experience at UN headquarters and in field operations is desirable. Proven aptitude and demonstrated experience with representation, advocacy and liaison on a range of international policy issues is an advantage.
- Languages:** Proficiency in at least one U.N. working language in addition to English is preferred. English and French are the working languages of the United Nations Secretariat. Excellent command of oral and written English is essential for this position.
- Work Location:** New York City, NY, USA

#### **V. Duties**

Under the supervision of the Senior Gender Adviser in the OASG in United Nations (UN) Office for the Coordination of Humanitarian Affairs (OCHA), the associate expert will be a core part of the gender team. Within the Gender Unit, the Gender Specialist will have substantive responsibilities for gender equality and work closely with the various HQ branches and field offices. Major tasks will include enhancing OCHA’s capacity to implement its Policy Instruction on Gender Equality through;

- Maintaining awareness and monitoring developments on gender in humanitarian action and related issues.
- Supporting the integration of gender into all areas of OCHA’s core mandate: in coordination, advocacy, information management, humanitarian financing and policy.
- Providing technical advice to OCHA branches, sections and field offices on promoting gender equality programming in humanitarian action, including supporting individual sections in headquarters and field offices in the development and implementation of work plans with adequate attention to gender equality programming as well as specific gender actions;

- Providing OCHA entities with capacity strengthening opportunities on OCHA's gender commitments and ensuring that the OCHA Gender Equality Toolkit is updated and widely used.
- Supporting or conducting trainings, and providing proactive support and advice to OCHA's Gender Focal Points, including through the Gender community of practice.
- Providing support to the collection, utilization, reporting and dissemination of Sex and Age Disaggregated Data (SADD) and information.

At the interagency level, the Gender Specialist will perform the tasks below:

- Contribute to the work of the IASC Gender Reference Group and support OCHA's active participation in this and other inter-agency networks.
- Support the implementation of IASC guidelines and tools such as the Gender Marker and the Gender Handbook.
- Support the implementation of OCHA's commitments under the Call to Action on Protection from Gender-Based Violence in Emergencies.
- Support the work of the IASC Gender standby Capacity Project (GenCap)
  - Liaise with the GenCap Support Unit and as appropriate the Norwegian Refugee Council:
  - Participate in GenCap Steering Committee meetings, as requested;
  - Provide support to the project and the OCHA hosted GenCap Advisers as required.
- Support the work of the UN Action Against Sexual Violence in Conflict:
  - Support OCHA's interaction with UN Action to End Sexual Violence in Conflict;
  - Attend and contribute to meetings as appropriate:

In addition, the gender specialist will on an as-needed basis be required to:

- Undertake research reviews for specific topics;
- Work with OCHA country offices and headquarters desks on gender concerns in specific countries and in specific policy areas;
- Contribute to the preparation of various written documents, e.g. assisting in the drafting of sections of studies, background papers, policy guidelines, inputs to reports of the Secretary-General, etc.
- Assist in relevant monitoring and reporting processes, such as for the UN's System-Wide Action Plan on Gender and OCHA's gender commitments for the World Humanitarian Summit.
- Develop and maintain reference/resource information on specific topics or policy-related issues.
- Respond to various inquiries and information requests internally and externally.
- Support OCHA advocacy activities on gender in collaboration with other colleagues.
- Assist in the organization of meetings, seminars, conferences, workshops, etc. with other agencies and partners to facilitate exchanges of professional expertise and views on related subjects/issues; serves as reporter to such events.
- Perform other duties as required.

## **VI. Application Instructions**

The JPO Program selection process is carried out jointly by USAID/OFDA and the United Nations. To apply, please send a completed UN Personal History Statement (PI I) (see link below) to [JPOCoordinator@ofda.gov](mailto:JPOCoordinator@ofda.gov). Please state which position you are applying for in the subject line of your email. If you wish to apply for both positions, please complete a Personal History Statement (PI I) for each position and submit these to us in separate emails with the appropriate subject heading.

## **Application Details**



Please complete the UN Personal History Statement (PII) thoroughly. The PII provides the opportunity to include all required information in one document, including your professional work experience and references. Please attach a cover letter to explain your interest in the position and interest in working with the UN, along with a general resume. The PII has instructions on how to complete the profile; however, please be sure to also follow the additional instructions below:

- The PII must be completed in English only.
- You may leave the signature/date sections blank at this time. If selected for one of the positions, you will then need to submit a signed version.
- Do not submit a photograph.
- Please attach a cover letter to explain your interest in the position and interest in working with the UN.
- Application deadline: March 30, 2018, 5:00 PM Eastern Time
- For more information please consult the Frequently Asked Questions–  
[www.ofdajobs.net/portal/files/forms/FAQ\\_JPO\\_OFDA92115.docx](http://www.ofdajobs.net/portal/files/forms/FAQ_JPO_OFDA92115.docx)
- To apply please go to the OFDA job website: <http://www.ofdajobs.net/portal/jpo.aspx>
- Hyperlink to P II: [www.ofdajobs.net/portal/files/forms/PIIForm.doc](http://www.ofdajobs.net/portal/files/forms/PIIForm.doc)