

United Nations JPO Programme



TERMS OF REFERENCE 20P115

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Monitoring and Evaluation

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Information Management

Organization/Office:

United Nations / Office for the Coordination of Humanitarian Affairs (OCHA)

Duty Station:

Niamey, Niger

[Non-Family Duty Station: yes / no

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

Title of Supervisor:

Information Management Officer

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.

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

A weekly meeting with the team is ensured to plan weekly activities and discuss about challenges

An individual monthly meeting will be organize with staff to monitor progress against the activities and goals set in the workplan.

III. Duties, Responsibilities and Output Expectations

- Collect and consolidate relevant data from sectoral and Multisectoral assessments
- Maintain a registry of assessments on the humanitarian situation in Niger according to established standards and deadlines
- Produce analysis on needs assessment to support planning documents, decision-making, and the development of high quality visual products such as infographics, maps, tables, graphs.
- Follow-up regularly with humanitarian partners in Niger and produce relevant outputs including reports, factsheets, and/or databases on the humanitarian response
- Ensure monitoring of information management products is complete, accurate and in line with donor requirements to inform relevant sections of donor's reports
- Follow-up and support partners with providing input the 3Ws and other Response monitoring tools (RPM, MHR, Humanitarian dashboard)
- Organize occasional field missions to provide technical IM support to OCHA Niger sub offices, when requires

IV. Qualifications and Experience

Education:

Master's degree or equivalent in relevant discipline (international studies, information management, humanitarian response, monitoring and evaluation, etc)

Work experience:

Minimum 2 years of experience in Information Management, Humanitarian field or Monitoring and evaluation

Languages:

English and French are the working languages of the United Nations Secretariat. For this JPO position, fluency in French is required. Knowledge of another UN official language is desirable.

Other skills:

- Excellent organizational skills;
- Excellent analytical skills;
- Excellent communication and drafting skills for effective reporting;
- Good knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint.
- Knowledge of Adobe Illustrator
- Ability to operate in a cross-cultural environment requiring flexibility;

UN competencies:

PROFESSIONALISM: 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 the audience; Demonstrates openness in sharing



information and keeping people informed

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

V. Learning Elements

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

- Contribute to the process of collecting, analyzing and disseminating information products in order to decision-making processes and strategies
- Support and coordinate Information Management activities to facilitate standardized data collection procedures
- Support the production of information management and analysis products and provide appropriate support to humanitarian actors.
- Participate in the management and processing of data to support assessment and planning documents such as the Humanitarian Needs Overview and the Humanitarian Response Plan

VI. Background Information

The Office for the Coordination of Humanitarian Affairs (OCHA) has been present in Niger since 2005, a year particularly marked by a serious food crisis. Since then, OCHA Niger, in support of the humanitarian coordinator and the government, has been coordinating assistance to populations affected by multiple crisis

Through its main office in Niamey, OCHA facilitates the coordination of humanitarian assistance. It supports the Humanitarian Country Team and the inter-cluster coordination group, organizes joint assessments and the development of response plans, and leads contingency planning. OCHA also spearheads public information, advocacy efforts and resource mobilization. It supports national capacities in coordinating humanitarian assistance and advocates for greater involvement of development actors in addressing structural issues.

The OCHA Niger team is composed of 36 national and 09 International. This staff is distributed between the country office in Niamey and the sub-offices of Diffa, Tahoua, Maradi and Tillaberi and the Antenna in Ouallam. The region of Dosso is covered by the Niamey Country office while those of Agadez and Zinder are covered respectively by the sub-offices of Tahoua and Maradi.

The role of OCHA Information Management Unit is to analyze the available information on the humanitarian situation in order to facilitate decision-making at an operational and strategic level and to support advocacy for the populations in need.

The IM assistant will be part of the Information Management team in the Country office which includes 1 Information Management Officer, 1 G.I.S specialist and 1 ICT assistant and 1 IM assistant.