

United Nations Associate Expert Programme



TERMS OF REFERENCE

Associate Expert RAF-160-13-P037-01-V

I. General Information

Title:

Associate Expert in Humanitarian Affairs (Associate Humanitarian Affairs Officer)

Sector of Assignment:

Humanitarian Affairs

Organization/Office:

OCHA

Duty Station:

[Dakar, Senegal] (OCHA ROWCA Regional Office)

Date Required:

As soon as possible

Duration:

1 year (with possible extension for another year)

II. Supervision

Direct Supervision by:

Head, OCHA Regional Office for West and Central Africa

Content and methodology of supervision:

(1) Induction to the position by supervisor and colleagues in the office; (2) development of work plan, including travel and training, with incumbent, based on his/her background and expertise; and (3) regular evaluation of progress made and areas of improvement. Supervision of work will be overseen by Head/Deputy Head of the office; guidance to be given by colleagues in the office.

III. Duties, Responsibilities and Output Expectations

The incumbent will be expected to contribute to the overall work of the office, including facilitating and coordinating humanitarian response, deployments/missions to field locations, contingency planning exercises, monitoring and information gathering/analysis for advocacy and information products.

More specifically, the incumbent is expected to assume the following duties and responsibilities:

1. Research, analyze and present information gathered from diverse sources on assigned issues.
2. Contribute to the preparation of various written documents, e.g. drafts sections of studies, background papers, policy guidelines, correspondence and presentations, as required.

3. Assist in the production of appeals and resource mobilization for international humanitarian assistance.
4. Deploy to field locations to provide backstopping for sub-offices. Once appropriately trained, participate in technical assistance, disaster assessment and other missions.
5. Contribute, in cooperation with other country office staff, to strengthening natural disaster and emergency response preparedness and capacity of the Government, Humanitarian Country Team, NGOs and humanitarian partners. This will include participating in and/or helping to prepare for technical assistance activities (e.g. contingency planning and simulation exercises, and other training events).
6. Assist in the organization of meetings, conferences, workshops and other coordination and advocacy events. Attend and prepare detailed reports on meetings of relevance to OCHA. Prepare for and accompany visiting UN and donor missions.
7. Perform other duties, as required.

IV. Qualifications and Experience

Education:

Completed advanced university degree (Masters Degree) in political and/or social science, international relations, public administration, law, economics, engineering, earth sciences or related fields.

Work experience:

Two years of relevant professional experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development or other related areas. Proven abilities in information analysis and strong English drafting abilities. Ability to work with multi-cultural teams and international professionals. Knowledge of international agencies' operations related to humanitarian assistance and familiarity with the UN system. Availability for extensive travel. Ability to work with limited supervision and under stressful conditions.

Languages:

Excellent spoken and written English required. Knowledge of additional regional languages is an asset.

Other skills:

Computer literacy.

UN competencies:

- **Professionalism:** Advanced knowledge of the use of information management to improve the delivery of humanitarian assistance; ability to analyze and articulate the information management requirements of complex situations requiring a coordinated UN response; demonstrated problem-solving skills and ability to use sound judgment to ensure the effective and timely completion of complex tasks; ability to work under extreme pressure, on occasion in a highly stressful environment (e.g. civil strife, natural disasters and human misery); very good knowledge of institutional mandates, politics and guidelines pertaining to humanitarian affairs and sound knowledge of the institutions of the UN system;
- **Teamwork:** Excellent interpersonal skills, including ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Planning and organizing:** Ability to coordinate the work of others, work to tight deadlines and other handle multiple concurrent projects/activities.

- Technology awareness: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, internet, etc.

V. Learning Elements

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

- Prepare appropriate, high quality information and analytical products for use by various entities within the UN system.
- Maintain a watching brief on relevant humanitarian information and convey pertinent facts on developments to decision makers within the UN system.
- Provide coordination support in disaster/emergency situations.
- Provide support for the Humanitarian Country Team contingency and disaster preparedness planning.
- Fully understand the OCHA mandate and areas of comparative advantage within the international humanitarian community.
- As part of the UN system, all UN staff are required to complete a list of mandatory training programmes.

VI. Background Information

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies. OCHA's mission is to:

- Mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in disasters and emergencies.
- Advocate the rights of people in need.
- Promote preparedness and prevention.
- Facilitate sustainable solutions.

OCHA's Regional office for West and Central Africa was established in November 20013. The overall aim of the office is to support preparedness and assist humanitarian action in the region and to promote regional partnerships with national and regional organisations. Since 2012, the office is also mandated to support the work of the Regional Humanitarian Coordinator for the Sahel. ROWCA's headquarter are located in Dakar, Senegal. It oversees the work of five Humanitarian Advisory Teams in Burkina Faso, Guinea, Liberia, Mauritania and Nigeria.