



UNHCR Junior Professional Officer General Job Description

Position: Junior Professional Officer (JPO)

Specific role: Associate Reporting Officer

Location: Kyiv, Ukraine

Duration: The selected candidate will be employed on a fixed-term contract for an initial duration of two years with a probationary period of one year.

Background: The UN's Junior Professional (JPO) programme is an international scheme that provides young professionals, sponsored by their respective governments, an extraordinary opportunity to embark on a senior career within the UN system. During their assignments JPOs benefit from the guidance of experienced UN staff members and are actively involved in supporting the design and implementation of UN programs.

Having joined the programme in 2021, Jersey Overseas Aid (JOA) is looking to place another JPO with the United Nations High Commissioner for Refugees (UNHCR) in Ukraine. This is a unique opportunity for a Jersey resident to kickstart an international aid career with the UN, and to contribute at the frontline of an on-going humanitarian emergency.

Roles and Responsibilities:

Serving as focal point and back-up support to key areas of work, the successful candidate will be responsible for ensuring the work is in line with the operation's strategy, in close consultation with his/her supervisor and the External Relations unit. Due to the nature of the operation's work and the given context, the successful candidate will be expected to coordinate with relevant sub and field offices, senior UNHCR management, including at bureau and HQ levels, partners, UN agencies and other interlocutors.

Specifically, the successful candidate will:

- Keep abreast of all developments in the country operation to prepare appropriate briefings and reports.

- Draft regular operational up-dates for internal and external audience (including donors and media).
- Participate in annual reporting and planning process.
- Work closely with Information Management to ensure accurate and attractive data presentation, including maps.
- Assist in the preparation of briefing kits and presentations for missions and visitors.
- Assist in the preparation of reports for donors, in compliance with specific donor requirements. Make efforts to enhance donor satisfaction by ensuring quality reporting on programmatic results to donor. Assist in providing visibility for donors' contributions to UNHCR.
- Research/analyse, interpret and also, monitor and review information and data from regular and wide variety of sources for internal and external reporting.
- Prepare and distribute minutes of meetings.
- Provide technical support, training and clarification on UNHCR's reporting policies and deadlines.
- May prepare press releases; conceptualize, draft and edit stories for external communications products and support all aspects of its production, including fact checking, proofreading and quality control.
- Support UNHCR inter-agency coordination initiatives and leadership through provision of reporting and secretariat functions where relevant.
- Perform other related duties as required.

Essential requirements:

- Three years of relevant experience with a Bachelor's degree, two years with a Master's degree, or one year of relevant experience with Doctorate in one of the following:
 - Journalism
 - Communications
 - International Development
 - Social or Political Science
 - Public Administration
 - International Relations
 - Law
 - Human Rights
 - Other relevant field
- Keen and demonstrated interest in the United Nations and humanitarian issues
- Resourcefulness, initiative, tact and ability to establish and maintain good working relationships with persons of different national and cultural backgrounds
- Excellent verbal and written communication skills.
- Excellent information technology skills, including word-processing, database applications, presentation software

- Experience in analytic report writing and ability to communicate well orally and in writing
- Permanently Entitled to live in Jersey

JPO opportunities are sponsored by country governments for the benefit of their own citizens. To be considered for this role you must therefore have **Permanent Entitled Status** to live and work in Jersey. Typically, this means you:

- a) were born in Jersey and resident for a period of at least 10 years; or
- b) have been resident in Jersey for a continuous period of at least 10 years starting before you reached the age of 16; or
- c) are the child of a parent who was Entitled, arrived in Jersey before the age of 20, and have been resident for a period of at least 10 years

If in doubt about Permanent Entitled Status please consult the Control of Housing and Work (Jersey) Law 2012 or the Population Office for more information.

Desirable:

- Working knowledge of another UN language (French, Spanish, Chinese, Russian, Arabic)
- Experience residing and working in a developing country
- Experience delivering development or humanitarian programming
- Experience of working with refugees
- Experience of working with an NGO, especially in the field
- Knowledge of refugee or international humanitarian law

Salary, Terms and Conditions

The basic salary starts at c. USD\$60,000 (UN Scale P2) with additional allowances for cost of living, housing and travel to and from the duty station.

Application process

Please send a cover letter and CV to r.carlotti@joa.je by **17.00, Friday 11th August**. JOA will shortlist potential candidates and send the list to UNHCR, who will conduct the final selection process for the post. Please note that the recruitment process takes time - it may take up to six months from submitting an application to taking up the post.

We hope the successful candidate will be able to commence their duties before the end of the year.