



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2024-2-43

TERMS OF REFERENCE

I. General Information

Title: JPO in Donor Relations

Sector of Assignment: Mine Action

Organization/Office: United Nations / Department of Peace Operations (DPO)/ Office of Rule of Law and Security Institutions (OROLSI)/ Mine Action Service (MAS)

Country and Duty Station: First year: Baghdad, Iraq, Second year: New York, United States of America

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Supervision

Title of Supervisor:

Chief of Mine Action Programme (first year); Donor Relations Officer, Policy, Advocacy, Donor Relations and Outreach Section (second year)

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. The supervisor will give monthly verbal feedback and quarterly brief written feedback, with an annual written and verbal appraisal.

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

III. Duties, Responsibilities and Output Expectations

The first year of this position is located within the UNMAS Programme in Iraq. Within delegated authority, the Associate Donor Relations Officer will:

1. Support resource mobilization efforts of UNMAS programme in Iraq by preparing draft budgets and project proposals for new or existing projects.
2. Draft Programme Quarterly and Annual reports.
3. Prepare required and ad hoc donor reports.
4. Provide logistical and substantive support for visits of donors and other delegations.
5. Assist the Chief of Mine Action Programme (CMAP) during donor visits, visits to the embassies, presentations and visits to/by Mine Action stakeholders in country.
6. Liaise with UN partner agencies and donors to obtain up to date information on potential funding and projects.
7. Attend inter-agency meetings.
8. Provide programme information to partner agencies, non-governmental organizations and contractors and UN agencies.
9. Maintain documentation of decisions and actions taken on programme issues.
10. Actively engage in public information initiatives and maintain close working relationships with UN partner agencies on public information activities.
11. Perform other duties as required.

The second year of this position is located in UNMAS HQ in New York. Within delegated authority, the Associate Donor Relations Officer will:

1. Support the development, monitoring and implementation of resource mobilization strategies and plans, materials (including guidance notes, business processes and proposals).
2. Support the internal consultation process to align funding requirements with donor priorities.
3. Support engagement with the international donor community and propose opportunities for donor funding of mine action activities.
4. Assist in the negotiation of contribution agreements (in partnership with the UN Office of Legal Affairs and other stakeholders as required) for signature by the Director.
5. Maintain management tools to monitor pledges, contributions, reports, payments, allotments and transfers into the Voluntary Trust Fund for Assistance in Mine Action and UNMAS compliance with donor contribution agreements.
6. Support senior management and participate, as requested, in donor meetings and conferences.

7. Prepare written inputs to resource mobilization efforts undertaken by the Director and other senior UN officials.
8. Help to ensure timely, accurate reporting on donor contributions and ensure reports reflect all contribution agreement requirements.
9. Support the monitoring of global funding and trends, donor pledges and in-kind as well as in cash contributions to UNMAS and Voluntary Trust Fund for Assistance in Mine Action.
10. Performs other duties as required.

IV. Qualifications and Experience

Education:

Master's degree preferably in social and political science, public administration, business administrative or management, economics, international relations, or related fields.

Work experience:

At least two years of working experience in a domain related to his/her advanced university degree. Experience in donor relations and resource mobilization with governments and/or in developing global partnerships with private donors is desirable. Experience working in a United Nations field operation or similar international or non-governmental organization would be an asset.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and Arabic (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Other skills:

Knowledge and familiarity working with Microsoft Office.

UN competencies:

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.

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.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the Junior Professional Officer will have/be able to:

- a. Understand the elements of strategic planning and the development, monitoring and implementation of resource mobilization strategies and plans;
- b. Gain experience in monitoring, reporting and evaluation of resource mobilization targets and donor agreements;
- c. Write background notes and meeting reports, including conclusions and recommendations, and inputs to official UN documents;
- d. Acquire ability to provide substantive support and advice to senior management, including drafting of key messages, statements, analysis, preparations of materials and talking points.

VI. Background Information

This position is located in the United Nations Mine Action Service (UNMAS) within the Office of the Rule of Law and Security Institutions (OROLSI) in the Department of Peace Operations (DPO). The incumbent will report to the Donor Relations Officer.

Established in 1997, the United Nations Mine Action Service (UNMAS) works to eliminate the threat posed by mines, explosive remnants of war and improvised explosive devices by coordinating United Nations mine action, leading operational responses at the country level, and supporting the development of standards, policies and norms. As a specialized service of the United Nations located within the Department of Peace Operations, UNMAS operates under UN legislative mandates of both the General Assembly and the Security Council. UNMAS also responds to specific requests for support from the UN Secretary-General or designated official.

The UNMAS programme in Iraq was formally established in June 2015, at the request of the Special Representative of the Secretary General for Iraq, to lead the UN efforts to mitigate explosive threats in the country, as well as to support the enhancement of national and regional mine action capacities. UNMAS supports the Government of Iraq to protect civilians from the threat of explosive ordnance and enables humanitarian, stabilization and reconstruction, and socio-economic efforts. Under the UNMAS Iraq Programme Strategy focusing on three main components: 1. Explosive Hazard Management; 2. Technical Support, and 3. Explosive Ordnance Risk Education. UNMAS Iraq has offices in both Baghdad and Erbil.

The Policy, Advocacy, Donor Relations and Outreach Section focuses on leadership of the Inter-Agency Coordination Group on Mine Action and the United Nations Coordinating Task Force on a UN whole-of-system approach to Improvised Explosive Devices, development of mine action policy, monitoring of the United Nations Mine Action Strategy 2019-23, and advocacy in support of mine-related international legal instruments. The Section is also responsible for coordinating UNMAS resource mobilization efforts, as well as UNMAS communication and outreach.

For more information, please visit: <https://www.unmas.org/en>.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2024-2-43 auf dem Bewerbungsbogen
Alle Informationen finden Sie unter www.bfio.de**