



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2024-2-37

TERMS OF REFERENCE

I. General Information

Title: JPO in Political Affairs

Sector of Assignment: Political Affairs

Organization/Office: a) UN Office of the Under-Secretary-General for Political Affairs (DPPA OUSG) / b) Regional Division in the joint Regional Structure of the Departments Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO)

Country and Duty Station: 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

Direct Supervision by:

- a) Political Affairs Officer; Under the overall supervision of DPPA's Chief of Staff
- b) Senior Political Affairs Officer and Team Leader of one of the DPPA-DPO Regional Divisions

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.

III. Duties, Responsibilities and Output Expectations

Year 1:

(a) DPPA/ OUSG

- Perform the functions of an Associate Political Affairs Officer, under the supervision of the Chief of the Office of the Under-Secretary-General and Political Affairs Officer;
- Contribute to the work plan of the Office as a whole and carry out specific tasks related to planning, coordinating and communication work of DPPA;
- Serve as a focal point for the preparation of talking points and briefing material for the use of the Secretary-General, the Deputy Secretary-General, the Under-Secretary-General for Political Affairs and other relevant senior UN officials;
- Provide guidance and remain in regular contact with the DPPA and DPPA-DPO Regional Divisions in charge of the substantive preparation of the briefing material;
- Coordinate DPPA's support to the preparation of official trips of the Secretary-General and the Deputy Secretary-General; helping to organize missions of the Under-Secretary-General for Political Affairs;
- Support monitoring, reporting and evaluation related functions as needed;
- Perform a number of ad-hoc assignments in OUSG, including regarding reporting, information management, cross cutting issues and special political missions;
- Serve as OUSG's focal point on some cross-cutting issues.

Year 2:

(b) Regional Division DPPA-DPO:

- Monitor, research, and assess political developments in assigned countries within the Regional Divisions, with a view to providing advice and support for DPPA-DPO senior management;
- Prepare briefing papers, talking points and draft communications for senior Secretariat officials;
- Assist in the drafting of the reports, as required;
- Act as a note-taker in substantive meetings;
- Facilitate coordination with other parts of the UN system, as well as with academia and civil society, on relevant issues;
- Provide support for UN interaction with relevant Permanent Missions and regional organizations, including the preparation of joint meetings, as requested;
- Participate in fact-finding, good-offices and other missions to assigned countries, as required;
- Undertake other assignments as requested, including support to mediation and diplomacy activities.

IV. Qualifications and Experience

Education:

Master's degree in international relations, political science or other related field.

Work experience:

A minimum of 2 years of relevant professional experience. Prior experience working in the office of a senior public official is desirable but not required.

Languages:

Fluency in English is required. Strong English drafting ability is required. Knowledge of another UN official language is an advantage.

Other skills:

Proficiency in computer skills and use of databases, including experience in MS Word, Excel and PowerPoint, as well as use of the Internet and electronic media applications.

UN competencies:

PROFESSIONALISM: Strong research skills, including ability to evaluate and synthesize information from a variety of sources while working effectively in a stressful environment. Is able to identify and contribute to the solution of problems/issues. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. Good analytical, planning and organizational skills. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

PLANNING & ORGANIZING: Ability to establish priorities and to plan, coordinate and monitor tasks in accordance with the work plan. 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: Ability to establish and maintain productive partnerships, at the working level and with senior decision-makers. 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 clients.

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.

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 JPO will have/be able to:

- He/she will have in-depth knowledge of the UN system and areas of work (particularly political issues), especially with regard to the Department of Political and Peacebuilding Affairs;

- He/she will gain hands-on experience in early warning, conflict prevention, peacebuilding and peace-making initiatives;
- He/she will be able to ensure the preparation of high-level meetings of senior UN officials and to perform duties normally assigned to officers working in a Front Office;
- He/she will be able to synthesize information and produce reliable reporting material for senior staff, including use of cartographic products when available;
- He/she will gain experience in mainstreaming a gender perspective into her or his analytical work;
- He/she will have a broad understanding of the UN system and field operations;
- He/she will develop contacts with a wide range of relevant UN entities;
- He/She will learn about the core values of the UN regarding respect for diversity and will have an opportunity to work with people of diverse backgrounds and diverse points of view.

VI. Background Information

The Department of Political and Peacebuilding Affairs (DPPA) plays a central role in the prevention and mediation of conflicts and promotes peacebuilding through the coordination of electoral assistance activities. The Department monitors developments in the world and provides the Secretary-General with analytical reports and briefing notes to inform his decisions and shape his continuous diplomacy with Member States, regional and non-governmental organizations, and other actors. DPPA also supports the work of special political missions and provides guidance as well as substantive and operational backstopping to Envoys and Special Political Missions in the field, as well as contribute, as required, to the substantive servicing of the Security Council and General Assembly on matters pertaining to the region, including through the preparation of briefings and reports.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2024-2-37 auf dem Bewerbungsbogen
Alle Informationen finden Sie unter www.bfio.de**