



## United Nations – UN-Secretariat

### Junior Professional Officer Program (JPO) Chiffre Nr. 2024-2-39

#### TERMS OF REFERENCE

##### I. General Information

**Title:** JPO in Programme Management

**Sector of Assignment:** Peacebuilding Support

**Organization/Office:** United Nations / Department of Political and Peacebuilding Affairs (DPPA) / Peacebuilding Support Office / Financing for Peacebuilding Branch

**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

**Title of Supervisor:**

Chief of the Financing for Peacebuilding Branch

**Content and methodology of supervision:**

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 JPO will have weekly meetings with the 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

This assignment foresees two years with the PBF Secretariat in the Peacebuilding Support Office, Department for Political and Peacebuilding Affairs, at the United Nations Headquarters in New York.

**Within delegated authority, the JPO will be responsible for the following duties:**

#### Programming:

- Working closely with PBF Programme Managers on a select range of countries, support country-level design and implementation of PBF projects, including quality assurance of project proposals and reports;
- liaise with country-level technical teams, recipient UN organizations and other partners to facilitate effective implementation, reporting, and trouble-shooting;
- support PBF monitoring and evaluation exercises.

#### Analysis:

- compile and analyze data and information on PBF recipient countries and programme portfolio performance as part of the PBF's regular reporting exercises;
- conduct research and prepare analytical materials on select topics among the PBF peacebuilding efforts, such as in support of PBF strategy development or thematic reviews;
- assist in preparing briefing materials and reports for the Head of the PBF, Assistant Secretary-General for Peacebuilding Support, and other senior officials.

#### Knowledge Management and Communications:

- support the development of PBF guidance notes and other tools;
- ensure that learning from PBF investments informs new programme design and guidance, including in collaboration with other UN entities;
- actively engage with the PBF Community of Practice (of PBF Secretariats in recipient countries) and occasionally facilitate learning events;
- support information dissemination and outreach activities for the Fund.

#### Strategy:

- support PBF Management in stakeholder engagement related to the implementation and oversight of the Fund's Strategy, such as donor and Advisory Group meetings;
- act as focal point for selected cross-cutting issues related to the implementation of the PBF's Strategy;
- keep abreast of latest trends and development in the area of financing for peacebuilding to support the development of the PBF's new Strategy (from 2025 onwards);
- and perform other related duties as required.

### **IV. Qualifications and Experience**

#### **Education:**

**Master's degree** preferably in peace and conflict studies, political science, international relations, social sciences or related fields.

**Work experience:**

A minimum of 2 years of relevant working experience, at national or international level. Ideally at least 1 year of experience in project/programme and fund management, peace and peacebuilding analysis and identifying intervention strategies, international negotiations or strategic planning at the international level, as well as relevant experience in peacebuilding related work within the UN system. Knowledge of specialized areas of peacebuilding are an advantage, including gender-responsive peacebuilding and women, peace and security; youth, peace and security; and climate, peace and security and environmental peacebuilding.

**Languages:**

English and French are the working languages of the United Nations. For this post, fluency in spoken and written English is required, proficiency in additional UN languages, especially French and/or Spanish, are highly desirable.

**Other skills:**

Knowledge of policies and practices of UN organizations, development cooperation and aid management.

**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.

**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.

**CREATIVITY:** Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.

**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**

After the assignment, the JPO will be able to:

- Understand and navigate UN system peacebuilding structures across the peace and security and development pillars.
- Assess and accompany the development of gender-responsive peacebuilding strategies and project proposals.
- Assess and support PBF structures in eligible countries.
- Help guide the formulation of project documents to address peacebuilding priorities in a country.
- Prepare sound technical appraisals of project proposals.
- Monitor progress in implementing projects in support of peacebuilding and to formulate remedial action.
- Write clear written briefings, assessments and other documents required in the UN system.

## **VI. Background Information**

The Peacebuilding Support Office (PBSO) was established in 2006 to assist and support the Peacebuilding Commission, administer the Peacebuilding Fund and serve the Secretary-General in coordinating the UN in its peacebuilding efforts. The PBSO, which is a part of the Department of Political and Peacebuilding Affairs, has three branches: the Peacebuilding Commission Branch, the Financing for Peacebuilding Branch and the Strategy and Partnerships Branch. The main functions of PBSO are to:

- support the Peacebuilding Commission by providing strategic advice and policy guidance;
- administer the Peacebuilding Fund and help raise funds for it;
- foster a coherent, coordinated approach to peacebuilding throughout the UN family; and
- disseminate lessons learned and good practices on peacebuilding in the UN and beyond.

PBF recipient countries for whom the Secretary-General has granted full eligibility for a period of five years and who have a larger programme portfolio typically have a small PBF Secretariat at country level located in the UN Resident Coordinator's Office. The Secretariat is headed by a PBF Coordinator who reports to the Resident Coordinator, with a matrixed reporting line to the responsible Programme Manager in the PBF Secretariat of PBSO in New York.

Annexes:

Annex 1: Peacebuilding Fund general outline

### **Peacebuilding Fund Overview**

1. The Secretary-General's Peacebuilding Fund (PBF) is the United Nations' instrument of first resort to respond to and prevent violent conflict. A global multi-donor trust fund launched 11 October 2006 by the Secretary-General upon request of the General Assembly (resolution A/60/287), it is an integral part of the UN peacebuilding architecture comprising three pillars - the Peacebuilding Commission (PBC), the Peacebuilding Fund (PBF) and the Peacebuilding Support Office (PBSO). The pillars are strategically linked yet functionally different, as they address distinct political, programmatic and financial gaps in the UN assistance to sustain peace.

2. The 2016 resolutions on the review of the peace-building architecture underscored that lasting peace cannot be achieved without national ownership while recognizing that conflict risks do not emerge in isolation; they result from interactions of deeply rooted dynamics, shocks to fragile systems, and the political decisions of leaders. The inter-related nature of these risks means that the UN must take a holistic approach, drawing on resources and capacities across the system focused on preventing the outbreak, escalation, continuation and recurrence of conflict while working effectively with a wide range of national, regional and international partners; addressing root causes; assisting parties to end hostilities and facilitating national reconciliation; and moving towards recovery and sustainable development while respecting and protecting human rights and fundamental freedoms. The resolutions also stressed the importance of women's leadership and participation in conflict prevention and peacebuilding, and encouraged the promotion of the gender dimensions of peacebuilding.
3. To strengthen the United Nations for this task, the Secretary-General embarked the United Nations on an ambitious reform agenda. He called for greater national leadership, a shift from response to prevention through cross-pillar strategies and a quantum leap of support to the Peacebuilding Fund—to enable United Nations system support to governments and societies dealing with complex conflict risks. The reforms focus on improving UN engagement on the ground by driving more integration across the peace and security, development, and human rights pillars. In conflict-affected countries, the development system reform and reconfigured role of the Resident Coordinators ensure more concerted efforts to avert conflict impeding SDG attainment, facilitating analysis and planning to inform increased prevention and peacebuilding efforts by development, human rights, and humanitarian agencies, funds and programmes.
4. The PBF is a catalytic instrument at the heart of the reform agenda. This is reflected in the Fund's Strategy 2020-24, its most ambitious yet. It sets out a bold vision to meet increasing demand to invest in peacebuilding through a broad range of partners. Although support to the Fund grew during the 2017-2019 cycle, demand has outpaced available funding. Over this strategy period, the PBF is seeking to significantly scale up support an increasing range of countries and regions before, during and after an escalation of violent conflict. This will bolster the positive momentum in the Peacebuilding Commission and enable development actors to accelerate achievement of the Sustainable Development Goals (SDGs), recognizing that sustainable development is the most effective tool for prevention and that countries facing the greatest challenges to achieve the SDGs are those affected by violent conflict.
5. The PBF will start preparing for its new Strategy cycle in the course of 2024 and 2025, taking into account global peacebuilding trends and UN priorities. Importantly, in July 2023, the Secretary-General published his policy brief on a New Agenda for Peace. It provides an extensive narrative of the current geopolitical context and the transition towards a more multipolar global order. It advocates for UN policy developments and actions that Member States should consider as they negotiate the declaration of the Summit of the Future in 2024. Among other priorities, the policy brief restates the case for increased peacebuilding financing, including in the area of climate security, and advocates elevating the role of the Peacebuilding Commission to be the platform for engagement on national prevention and peacebuilding strategies, among other functions. It also calls on Member States to use the 2025 review of peacebuilding architecture for adjustments to the PBC's working methods, composition, and support capacities.

6. The PBF responds as early and quickly as possible to peacebuilding opportunities and national demands, guided by the UN's Resident Coordinators at country level. It has three priority windows that encapsulate its strategic niche: supporting regional and cross-border approaches; supporting countries undergoing complex transitions, especially when UN configurations change; and fostering inclusion through women and youth empowerment. Substantively, the Fund has furthermore four focus areas:
  - Implement and sustain peace agreements;
  - Dialogue and peaceful co-existence;
  - Peace dividends; and
  - Re-establishing basic services.
  
7. The Fund combines the scope of a global fund with a country-specific focus through a two-tier decision-making process. At the global level, the UN Secretary-General determines the eligibility of countries and the allocation of funds. At the country level, the Joint Steering Committee sets peacebuilding priorities, promotes national analysis and capacity and UN coherence and approves and supervises PBF implementation in-country. The JSC is co-chaired by the Government and the ranking UN representative of the Secretary-General in the country and comprises representatives from the Government, UN Country Team, and Civil Society Organizations.
  
8. PBSO is the entity in the UN Secretariat responsible for the management of the Peacebuilding Fund. In this regard, the PBSO provides overall direction and guidance on policy and programme management, and monitors and reports on its operations. UNDP Multi-Partner Trust Fund Office (MPTF-Office) has been designated by the Secretary-General as the Administrative Agent of the Fund. Strategic advice and oversight is provided by an independent Advisory Group appointed by the Secretary-General.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2024-2-39 auf dem Bewerbungsbogen  
Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**