



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2024-2-42

TERMS OF REFERENCE

I. General Information

Title: JPO in Political, Peace and Humanitarian Network

Sector of Assignment: Political Affairs

Organization/Office: United Nations / Office of the Special Coordinator on Improving the UN Response to Sexual Exploitation and Abuse (OSCSEA)

Country and Duty Station: 1st year: Naqoura, Lebanon, 2nd year: New York, USA

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:

Under-Secretary General, Special Coordinator, SEA

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 and SEA Team 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.

Weekly/daily team meetings, as needed, with the USG.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer (JPO) will be part of an integrated team of UN staff and subject matter experts from different UN and Non-UN entities to analyse, develop and implement system-wide measures to address sexual exploitation and abuse. This JPO will report directly to the Special Coordinator on improving UN response to

sexual exploitation and abuse and the JPO will be responsible for the below mentioned duties. The JPO will support the Special Coordinator and contribute to the operationalization of the Office's mandate in delivering a coordinated and system-wide approach, to combatting sexual exploitation and abuse, in partnership with the United Nations system, in accordance with the Secretary-General's strategy set out in his report on special measures for protection from sexual exploitation and abuse: a new approach (A/71/818 (2017)).

In the selected duty stations (UNIFIL, UNCT Lebanon & UNHQ), the JPO will:

- During the first-year placement the JPO will be headquartered in UNIFIL and work closely with RC/HC, and PSEA Network in greater Lebanon.
- Support the network to carry out a joint PSEA risk assessment, and as required to inform senior leadership and amongst relevant stakeholders on strategic decision-making.
- Support senior leadership in developing and implementing PSEA Action Plan, based upon the risk assessment.
- Through broader community engagement, support the Network to understand community's perspectives on behavior of aid workers/humanitarian workers, and the sensitivities of discussing sexual matters and to inform the Network's outreach/activities.
- To support the development of a country level communication strategy to include key PSEA messaging and awareness-raising campaigns that will include relevant information related to victim/survivor assistance and ways to report an incident.
- Coordinate and support the inter-agency PSEA Network in coordination with the Network's co-chairs in the fulfillment of its responsibilities.
- Collaborate with relevant sectors as the Protection, GBV Coordinator and Child Protection sub-[Cluster/Sector] Coordinator to ensure a harmonized approach to prevention activities and support to victims/survivors, as required and that PSEA Network activities take a victims/survivor-centered approach.
- Support the Special Coordinator in the implementation of the mandate system-wide strategy (covers the Secretariat, UN Secretariat field, regional etc. locations) * to demonstrate strategic importance of this function.
- Support the Special Coordinator to maintain direct and regular contact with relevant stakeholders such as Member States, UN-entities and implementing partners.
- Support in coordinating and liaising with UN development, humanitarian, special political missions and peacekeeping, entities, other UN Agencies such as UNHCR, IOM, WFP etc. international regional and sub-regional organizations, Member States, civil society organizations, national human rights institutions, academic institutions and think tanks, and others as deemed appropriate to ensure that the coordination function stipulated within the Office's mandate is maintained.
- Keep abreast of latest trends and developments on initiatives relating to the prevention and response to sexual exploitation and abuse within the UN system, external organizations and partners.

- Conduct comprehensive reviews of documents, briefing notes, and reports, identifying problems and issues to be addressed and proposing actions, liaising with UN entities and international stakeholders and tracking follow-up actions.
- Provide technical and substantive back-up in the implementation of the mandate of the Special Coordinator and the projects of the Office.
- Support in the preparation of mission visits and activities of the Special Coordinator and other staff of the Office and participate in these, as appropriate.
- Support the organization in meeting with internal and external experts, including Civil Society, to inform the development of policies and tools to strengthen the prevention and response to sexual exploitation and abuse.
- Assist in the Office's donor relations and fundraising efforts, identifying potential funding sources, and preparation of funding proposals and donor reporting.
- Contributes to public communication efforts through good research, analysis of assigned topics and timely preparation and distribution of information products to target audiences.
- Help update the Secretary-General's Preventing Sexual Exploitation and Abuse website (<https://www.un.org/preventing-sexual-exploitation-and-abuse/>).
- Contributes to the preparation and analysis of the Office's annual PSEA survey using MS Office tools such as MS Excel and MS Power BI.
- Perform other duties as required.

IV. Qualifications and Experience

Education:

Master's degree in political science, international relations, international economics, law, public administration, or related field is required.

Work experience:

- A minimum of two years of relevant experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area is required. Experience with PSEA and Sexual Harassment, protection, gender-based violence (GBV) programming or gender equality programming is required.
- Professional experience and/or knowledge in peacekeeping operations and/or humanitarian contexts is required.
- Professional experience and knowledge in the context of UN activities, mandates and core policies are preferred.
- Experience working in both governmental and non-governmental setting is desirable.

Languages:

- Excellent command of oral and written English is essential for this position.
- Knowledge of another UN official language is an advantage.

Other Skills:

- Strong communications skills – oral and written (drafting, research, etc.).
- Proven aptitude and demonstrated experience with representation, advocacy and liaison on a range of international policy issues is an advantage.
- Experience in data analytics and developing data visualizations is highly desirable.

UN competencies:

- **PROFESSIONALISM:** Shows pride in work and achievements; demonstrates professional competence and proficiency in relation to 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- and child- perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **PLANNING & ORGANIZING:** Develops clear goals 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 JPO will have been/be able to:

- Engage in research and prepare and draft analytical documents and reports, in particular in a multilateral organizational setting.
- Formulate proposals and recommendations on progress, gaps and challenges in responding, and preventing sexual exploitation and abuse approaches/services to inform the development of policies and tools to strengthen the UN system-wide approach.
- Engage and communicate effectively with a range of stakeholders, including Member States, United Nations and civil society representatives, as well as human rights and other experts.
- Organizing multi-stakeholder expert meetings, seminars, workshops, etc. in particular under the auspices of the United Nations.

VI. Background Information

The Office of the Special Coordinator on improving the United Nations response to sexual exploitation and abuse

Background and Mandate

1. The Office of the Special Coordinator on improving the United Nations response to sexual exploitation and abuse (SEA) was established in February 2016. The role of the Special Coordinator is to ensure a harmonized and unified approach to prevention and response to SEA across the Organization, wherever it may occur, to strengthen alignment amongst the humanitarian, development, peacekeeping and political pillars of the United Nations system.
2. In his report on Special measures for the protection from SEA: a new approach (A/71/818), the Secretary-General outlined a "four-pronged strategy" as follows: (i) prioritize victims' rights and dignity; (ii) greater transparency and accountability to end impunity through strengthened reporting and investigations; (iii) promoting stronger partnerships and transparency with civil society and external experts and sharing of best practices; and (iv) raising greater awareness and transparency and strategic communications. The Special Coordinator is tasked to promote a harmonized approach to the implementation of this strategy across the United Nations.
3. Specifically, the Special Coordinator will:
 - Maintain constant vigilance on the potential for and response to allegations of SEA by monitoring closely allegations of SEA and the UN System's responses to such allegations.
 - Review and address the policy and operational gaps in the United Nations handling of SEA by all categories of UN personnel, both uniformed and civilian, and by non-United Nations actors.
 - Support the Secretary-General in guiding and assisting the integrated work of the High-Level Steering Committee (HLSC) on SEA, through the development and implementation of policies on integrated coordination, covering prevention of SEA, response to allegations and timely and appropriate follow-up strategies.
 - Drive and oversee operational efforts across the United Nations System to align approaches, enhance coordination, and strengthen cooperation and coherence system-wide through the development of aligned mechanisms and procedures, standardized protocols, and tools.
 - Consult with international regional and sub-regional organizations, Member States, UN independent human rights experts, civil society organizations, national human rights institutions, academic institutions and think tanks and others as deemed appropriate to ensure that policies and operational efforts across the United Nations system reflect best practice.
 - Work closely with the Members of the HLSC to conduct and validate an integrated mapping exercise of the roles and responsibilities of existing UN system entities in the handling of SEA. As part of the mapping exercise, providing recommendations to enhance coordination, including workflows and identified roles and responsibilities for meeting UN system coordination requirements and ensuring appropriate and timely action for the adoption of adequate preventative measures and corrective action in the event that allegations of SEA are reported within and/or to the UN.
 - Link the work on SEA to the response within the United Nations system to ensure alignment with relevant mandates and a coherent and consistent response.
4. UNIFIL was established in 1978, according to Security Council resolutions 425 (1978) and 426 (1978), to:
 - Confirm the withdrawal of Israeli forces from southern Lebanon
 - Restore international peace and security

- Assist the government of Lebanon in ensuring the retuning of its effective authority in the area
5. UNIFIL, in addition to carrying out its mandate, shall:
- Monitor the cessation of hostilities.
 - Accompany and support the Lebanese armed forces as they deploy throughout the South, including along the Blue Line, as Israel withdraws its armed forces from Lebanon.
 - Coordinate its activities referred to in the preceding paragraph (above) with the Government of Lebanon and the Government of Israel.
 - Extend its assistance to help ensure humanitarian access to civilian populations and the voluntary and safe return of displaced persons.
 - Assist the Lebanese Armed Forces (LAF) in taking steps towards the establishment between the Blue Line and the Litani river of an area free of any armed personnel, assets and weapons other than those of the Government of Lebanon and of UNIFIL deployed in this area.
 - Assist the Government of Lebanon, at its request, in securing its borders and other entry points to prevent the entry in Lebanon without its consent of arms or related materiel

VII. Wichtige Hinweise

Diese JPO-Stelle ist eingebunden in die deutsch-französische Zusammenarbeit.

Französische Sprachkenntnisse werden vorausgesetzt, und müssen zumindest auf dem Niveau/Level B2 des Europäischen Referenzrahmens nachgewiesen werden und werden im Auswahlverfahren überprüft.

Zudem sind Kenntnisse über die Entwicklung der deutsch-französischen Zusammenarbeit erforderlich.

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2024-2-42 auf dem Bewerbungsbogen.

Alle Informationen finden Sie unter www.bfio.de