



United Nations – OHRLLS

Junior Professional Officer Program (JPO) Chiffre Nr. 2024-2-56

TERMS OF REFERENCE

I. General Information

Title: JPO in International Development and Cooperation

Sector of Assignment: Policy Development and Coordination

Organization/Office: United Nations / United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and the Small Island Developing States (UN-OHRLLS)

Country and Duty Station: 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

Title of Supervisor:

Senior Programme Management Officer

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.

Weekly meetings with the supervisor will be held to discuss progress and challenges with respect to assignments and provide guidance.

III. Duties, Responsibilities and Output Expectations

Under the direct supervision of the Senior Programme Management Officer, Team Leader, Sub-Programme 1 on Least Developed Countries, the JPO will be responsible for the following duties:

- Assist in policy development and coordination, monitoring and reporting of UN System-wide activities related to the LDCs and the implementation of the Doha Programme of Action, especially with respect to the role of the private sector. In this context, assist particularly in the follow-up to the Private Sector Forum, organised at the Fifth UN Conference on LDCs, to monitor implementation of concrete deliverables and partnerships.
- Support the High Representative as member of the Broadband Commission for Sustainable Development towards bridging the digital divide for LDCs.
- Provide analytical and research assistance to the Team Leader and other staff in the Sub-Programme, by assisting in the preparation of written outputs, including annual reports to the UN General Assembly, background and issues notes, newsletters and inputs to publications, especially on private sector development, investment promotion and digital technologies in LDCs, including addressing challenges of climate change adaptation and mitigation.
- Provide inputs for statements and talking points of the High Representative for inter-governmental, multilateral and bilateral meetings.
- Compile and review reports, background notes and statistical data related to the LDCs.
- Assist in the organization of meetings, panels, roundtables, etc on development issues related to the LDCs.
- Provide intergovernmental support, including in the substantive planning and organization of intergovernmental meetings and by assisting the secretariat support provided to negotiations processes related to the implementation of the Doha Programme of Action in ECOSOC and the General Assembly.
- Perform other duties/assignments as they evolve out of the mandate of the UN-OHRLLS, including those related to the LLDCs and SIDS.

IV. Qualifications and Experience

Education:

Master's degree in Political Science, International Relations, International Economics, or related fields.

Work experience:

At least two years of progressively responsible professional experience in development work, with specific focus on the development challenges of the least developed countries.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

UN competencies:

PROFESSIONALISM: Knowledge and understanding of theories, concepts and approaches related to development cooperation. Ability to conduct research and identify issues, analyze

and participate in the resolution of issues/problems. 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

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

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

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...

- Possess a thorough understanding of the special needs of the least developed countries, especially in the area of private sector development, investment promotion, and digital technologies,
- Understand development concerns on a wide range of issues of pertinence to the most vulnerable Member States,
- Analyse debates on development cooperation issues and summarize the salient action points,
- Possess an in-depth understanding of the UN development system, including a network of professionals in different UN entities,
- Contribute to the advocacy function of the office,
- Summarize a large quantity of information and organize the information in easy, accessible and understandable manner.

VI. Background Information

UN-OHRLLS was established by the General Assembly in 2002 to mobilize international support for the effective implementation of the Programme of Action for the LDCs, LLDCs and SIDS. The office undertakes advocacy and awareness raising activities on issues of concern to the most vulnerable countries. In addition, it has monitoring, coordination and reporting responsibilities. Further details about the office are available on our website <https://www.un.org/ohrls/>

Subprogramme 1 of the Office is mandated to mobilize and coordinate international support and resources for the effective implementation of the Doha Programme of Action, which was adopted in 2022. It will enhance its monitoring and follow-up and raise awareness and advocate with respect to the special needs of least developed countries.

Subprogramme 1 of the Office is mandated to mobilize and coordinate international support and resources for the effective implementation of the Doha Programme of Action, which was adopted in 2022. It will enhance its monitoring and follow-up and raise awareness and advocate with respect to the special needs of least developed countries.

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2024-2-56 auf dem Bewerbungsbogen

Alle Informationen finden Sie unter www.bfio.de