



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2025-1-01

TERMS OF REFERENCE

I. General Information

Title: JPO in Political Affairs (Protection of Civilians & Information Integrity)

Sector of Assignment: Political Affairs, Peacekeeping, Humanitarian Affairs

Organization/Office: 1st year: United Nations Department of Peace Operations / United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO)/ Office of the Deputy Special Representative for Protection, Operations/ Protection of Civilians (POC) Unit

2nd year: Department of Peace Operations, Division of Policy, Evaluation and Training; Policy and Best Practices Service; Information Integrity Unit

Country and Duty Station: 1st year: Goma, Democratic Republic of Congo, 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:

1st year: Senior POC Advisor

[under the overall supervision of the Office of the Deputy Special Representative of the Secretary General, Protection & Operations (O/DSRSG PO)]

2nd year: Senior Programme Manager of the Information Integrity Unit in the Policy and Best Practice Service of DPO

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. This includes periodic milestone discussions on progress during the performance cycle.

III. Duties, Responsibilities and Output Expectations

1st year: Supports the POC Unit in its role to maintain excellent coordination and communication for MONUSCO on protection needs, trends and implemented actions by:

- Acting as POC Unit focal point for the North Kivu Office, working closely with its Senior Management Group on Protection – Provincial (SMGP-P) Secretariat, Joint Human Rights Office (JHRO) and Civil Affairs Section (CAS), to develop and support the implementation of local protection plans and local contingency plans;
- In close coordination with the Senior POC Advisor, establishing and managing the POC Unit information repositories, shared drives, tracking matrices etc. ensuring critical POC information and data are recorded and accessible as required by Mission Leadership;
- Undertaking analysis of POC trends, liaising closely with the Mission Joint Operations Centre (JOC) and other relevant sections in information monitoring, analysis and reporting;
- Researching and monitoring emerging trends and developments on POC-related issues in the DRC, as well as broader academic and professional developments in the fields of protection, human rights, conflict prevention, peace-making and other relevant fields;
- Jointly (with other POC Unit staff) undertaking secretariat functions for the POC coordination mechanisms, including attending and at times minuting required meetings for Mission Leadership;
- Leading for the POC Unit on POC aspects required for Mission-wide strategic frameworks such as CPAS, Mission Plan, Budget, SG reports, Factsheets for UNSC etc.;
- Assessing the training needs on POC within the Mission and for government entities, in close consultation with the Senior POC Advisor;
- Monitoring the digital environment for potential mis- and disinformation with POC implications, liaising closely with the Public Information Division and other relevant sections;
- Providing support and undertaking other tasks within reason and as required.

2nd year: With delegated authority, and working with others in the DPO Information Integrity team, the Junior Professional Officer will be responsible for the following:

- Research and analysis of information that could impede the protection of civilians in peacekeeping settings, particularly information that targets vulnerable groups such as minorities, women, ethnic groups, journalists and media workers;
- Development of guidance and training on approaches to strengthening information integrity and mitigating and preventing the risk of harmful information in peacekeeping environments, with a focus on the protection of civilians;
- Manage the Community of Practice on addressing mis/disinformation;
- Develop strategic communications content in liaison with the Strategic Communications Section of DPO;
- Produce analytical reporting, concept notes, talking points, meeting notes, PowerPoint

presentations and other briefing materials, as required;

- Support outreach and engagement with internal and external partners, including with Member States, intergovernmental organizations, civil society organizations, academia and other partners;
- Support the organization of workshops, roundtables and other meetings;
- In executing his/her work, the JPO will liaise, coordinate, and engage with colleagues from other UN offices in DPO, in peacekeeping missions, the Department of Global Communications (DGC), Office of Information and Communications Technology (OICT), Department of Political and Peacebuilding Affairs (DPPA), and other key UN and external partners, as relevant.

IV. Qualifications and Experience

Education:

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

Work experience:

A minimum of 2 years of relevant professional experience is required.

Experience of working in diverse teams is required.

Prior experience managing and analysing data is highly desirable.

Prior experience working in an international setting or within an international organisation is desirable.

Prior experience designing and delivering training is desirable.

Languages:

French and English are the languages of the Mission. Fluency in both is required.

Other skills:

Proven ability to adapt to a fluid, at times stressful, and volatile environment

Proficiency in computer skills and use of databases, including experience in MS Word, Excel and PowerPoint, as well as familiarity with social media applications.

Experience with data analytics tools such as Power BI, Tableau, and programming languages such as SQL or Python is an advantage.

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.

Ability to identify and contribute to the solution of problems/issues. Has knowledge of various research methodologies and sources, including social media, 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. Ability to develop trust and confidence with colleagues and respects confidentiality. Shows persistence when faced with difficult problems or challenges; remains levelheaded 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 workplan. 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 and can remain calm under pressure.

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 and demonstrates emotional intelligence. Correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Adjusts 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:

- Will have a broad understanding of the UN system and areas of work, especially with regard to MONUSCO, information integrity and protection issues;
- Will have gained hands-on experience in early warning, conflict prevention, addressing mis/disinformation, peacekeeping and peace-making initiatives;
- Will be able to synthesize information and produce reliable reporting material for senior staff, including use of data and cartographic products when available;
- Will gain experience in mainstreaming a gender perspective into all aspects of the work;
- Will develop contacts with a wide range of relevant UN entities;
- 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

MONUSCO is one of the long-serving, largest peacekeeping operations in the UN and one of six peace operations with a POC mandate. After more than 20 years, it is now beginning to drawdown in a gradual and responsible manner. The POC Unit sits within the protection and operations pillar of the Mission and more specifically, within the Office of the Deputy SRSG PO. The POC Unit provides a service to the different components of the Mission, ensuring POC advice and policy guidance is shared with all. This small Unit actively engages with the Force and Police components, always working to strengthen collaboration and coordination between the uniformed and civilian (both substantive and support) sections of MONUSCO. The Unit provides training on POC to both MONUSCO personnel and GoDRC entities (eg. FARDC and PNC). The POC Unit's personnel are always working hard and smart to provide

the required assistance and support to the Mission Leadership, ensuring MONUSCO is able to effectively implement its POC mandate within what is a complex and challenging environment.

The Department of Peace Operations (DPO) provides political and executive direction to UN peacekeeping operations and liaises with the Security Council, troop, police, financial contributors, and parties to conflict to support the implementation of Security Council and General Assembly mandates. The Division of Policy, Evaluation and Training Division (DPET) of DPO is mandated to develop and disseminate policy and doctrine guiding the work of peacekeeping operations. The Division evaluates how policies are being applied, gathers lessons learned and best practices, provides thematic policy support and develops and delivers training. Within DPET, the Information Integrity and Addressing Mis/Dis/Malinformation and Hate Speech Unit supports field missions and Headquarters to strengthen information integrity, including through the monitoring, analysis, prevention and response to harmful information affecting peacekeeping mandate areas and safety and security of peacekeepers. The Unit develops guidance and training; develops and rolls out technology tools for info environment monitoring and analysis; provides direct substantive support and backstopping to the field; and builds partnerships with Member States, UN system partners, civil society, and other key stakeholders, and raises awareness on the effects of mis/disinformation.

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**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2025-1-01 auf dem Bewerbungsbogen
Alle Informationen finden Sie unter www.bfio.de**