



## United Nations – UN-Secretariat

### Junior Professional Officer Program (JPO) Chiffre Nr. 2025-1-07

#### TERMS OF REFERENCE

##### **I. General Information**

**Title:** JPO in Political Affairs

**Sector of Assignment:** Political Affairs

**Organization/Office:** : Department of Political and Peacebuilding Affairs (DPPA) / United Nations Verification Mission in Colombia (UNVMC) / Political Office

**Country and Duty Station:** Bogota, Colombia

**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:**

Deputy Head of the Political Office/ Senior Political 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 the JPO's performance.

##### **III. Duties, Responsibilities and Output Expectations**

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

Under the supervision and overall coordination of the Senior Political Affairs Officer, the Junior Professional Officer may be responsible for the following duties:

- Researches and collects information pertaining to the overall political situation in the country, in particular related to the implementation of the Final Peace Agreement of 2016 as well as other ongoing dialogue processes to further consolidate peace in Colombia, to keep abreast of issues/events and provide up-to-date information; assists in the analysis of information, to include the impact on the overall situation in the country.
- Drafts a variety of reports and correspondence relating to political matters, including notetaking.
- Accompanies the Principal Political Affairs Officer and/or the Senior Political Affairs Officer in meetings with external counterparts; prepares summaries of meetings.
- Supports the Principal Political Affairs Officer and/or the Senior Political Affairs Officer by liaising with various teams in the Mission, including Regional Offices, to draft correspondence, prepare meeting materials and briefing notes, draft minutes of meetings and respond to other day-to-day tasks of the Office.
- Contributes to the preparation of various written documents, e.g., sections of studies, background papers, policy guidelines, parliamentary documents, etc.
- Supports the preparation of high-level/diplomatic meetings and events including those related to ongoing dialogue processes, coordinating invitations from embassies, governments, UN agencies, governmental/non-governmental organizations, and other partners, and maintain relevant contact lists.
- Reviews relevant political issues related to ongoing dialogue processes for peace consolidation as well as the implementation of the Final Peace Agreement of 2016, including their gender dimensions, and participates in discussions with other political affairs officers on the integration of these issues into political, humanitarian and economic efforts and programmes.
- Reviews reports from Regional Offices within the Mission to identify and analyze political issues and/or trends.
- Liaises with government, non-governmental organizations (NGOs), civil society organizations, UN agencies and other partners to follow up relevant political developments, with special attention to vulnerable groups.
- Contributes to the collection and analysis of data as well as identification of trends or patterns and provides draft insights through graphs, charts, tables and reports using data visualization methods for data-driven planning, decision-making, presentation and reporting.
- Researches, analyzes, and presents information gathered from diverse sources on assigned topics/issues.
- Participates in project/programme formulation and mobilization of relevant resources.
- Performs other related duties as required.

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

##### **Education:**

**Master's degree** in law, political science, international relations, social sciences or related field.

##### **Work experience:**

A minimum of 2 years of relevant work experience in political affairs, international relations, human rights, law or related area is required.

##### **Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English and Spanish (both oral and written) is required.

## **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.

## **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 identify and analyze political issues and/or trends; conduct research and collect information pertaining to the overall political situation in the country and provide up-to-date information; assists in the analysis of information; draft a variety of reports and correspondence relating to political matters, including notetaking; preparation of various written documents, e.g., sections of studies, background papers, policy guidelines, parliamentary documents, etc; and draft project/programme formulation and mobilization of relevant resources.

## **VI. Background Information**

The Political Office reports to the DSRSG and its main role is to provide the SRSG and the DSRSG with analysis and trends on current and emerging political situations in the country for decision-making, as well as recommendations on possible actions.

The Political Office provides guidance to the different areas of the Mission on political dialogue with different actors. It is the main support office for the execution of the good offices of the Secretary-General, exercised by the leadership of the Mission.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2025-1-07 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**