

## United Nations JPO Programme



### TERMS OF REFERENCE

#### Junior Professional Officer (JPO) 24P171

##### I. General Information

---

Title: Associate Learning Portfolio Manager / JPO in Women, Peace and Security

Sector of Assignment:  
Peace and Security

Organization/Office:  
United Nations / UNSSC / Peace and Security Hub

Duty Station:  
Turin, Italy

Duration:  
The assignment is intended for a minimum duration of 2 years.  
The initial appointment is for 1 year, renewable based on performance and availability of funds.  
A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

##### II. Supervision

---

Title of Supervisor:  
Learning Portfolio Manager

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.

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key results;
- Effective supervision through knowledge sharing and performance, and development feedback throughout the assignment;
- Easy access to the supervisor;
- Participation in Team/Office meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise

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

---

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

#### **Research and content development (30%)**

- Research and map the learning needs/gaps by scoping available resources and capacity building initiatives for gender and sustaining peace with focus on identifying entry points for integrating gender into the team's thematic areas, as part of a broader ambition to promote gender-responsive approaches (within and beyond the UN-system).
- Stay abreast of research and policy developments in the area of gender equality and the WPS agenda and draw on experiences emanating from the UN system at large including, mission and non-mission settings, regional hubs, and global policy-making for the design and delivery of quality field-oriented learning and training offerings.
- Regularly update the content to reflect the latest developments in the thematic area and share tools and ideas that allow the College to expand their work within this area.
- Actively participate in and stay informed about inter-agency frameworks, discussions and decisions relevant to Gender equality and WPS and their interlinkages with the broader work on Sustaining Peace.
- Take the initiative to design and develop new content areas and learning offers with particular focus on the inter-linkages of gender in conflict analysis, climate security and their link to the triple nexus. This would be done in close coordination with the UNSSC Peace and Security Hub, donors, beneficiaries and partner organizations.
- Contribute with short blogs and articles on related issues for the UNSSC website and communications content.
- Assist in developing concept notes/funding proposals for new projects and assists with resource mobilisation efforts.

#### **Development and Delivery of trainings on Women, Peace & Security (WPS) (40%)**

- Assist in identifying the learning needs and providing tailor-made learning solutions.
- Provide direct support to the development, implementation, monitoring and evaluation of the events and courses with special focus on new learning products in the area of gender equality and WPS, and in other relevant areas, as required.
- Contribute to the development of E-learning modules and training materials that can be used in blended learning programmes through the use of state-of-the-art learning and training methodologies, resources and tools.
- Comply with the reporting requirements of the relevant courses, including inputting the results into the internal systems (CRM, ERP, etc.) and administering final evaluations of the courses, where relevant.
- Promote the efforts of the Peace & Security Hub's work and offerings on gender equality and the WPS agenda through outreach initiatives in coordination with the UNSSC's communications team.
- Coordinate and follow-up with course participants through the existing communication mechanisms.
- Play an active role in the training team (facilitation and delivery) associated with the delivery of the courses.
- Enhance the use of lessons learnt, best practices, and relevant knowledge products in learning and training

to further the quality and relevance for the UNSSC's offerings on WPS.

**Representation and Building Partnerships (20%)**

- Participate in coordination meetings with existing partners and support in furthering the team's partnership and funding opportunities.
- Support in reaching out to all stakeholders working actively in the designated thematic area to leverage the respective subject matter expertise of the UN entities and other partners.
- Participate in the development of a gender analysis learning path where UN colleagues, government counterparts and civil society representatives learn together.
- Participate in various technical level inter-agency telephone conferences and relevant thematic meetings.
- Undertake duty travels related to the thematic area as required and authorized by UNSSC.

**Management of the learning and training activities (10%)**

- Contribute to the development of the Team's annual work plan, budgets, timely progress reports, monitor the use of financial resources and support the preparation of financial and other corporate reports.
- Monitor that all the UNSSC's administrative and financial requirements are met in the implementation of the learning activities.
- Draft proposals, Terms of Reference and other relevant documents for programmes development.
- Work closely with the professional staff within the thematic/sectoral area assigned and ensure appropriate collaboration with other teams of the UNSSC and the Integrated Business Centre at UNSSC.

Perform other duties as required.

**IV. Qualifications and Experience**

---

Education:

Advanced university degree (Master's degree or equivalent) in Peace & Conflict Studies, Gender studies, Political Science, Social Sciences, International Relations or a related field from an accredited academic institution.

Work experience:

A minimum of 2 years of relevant work experience in related field.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of either French or Arabic is an advantage.

Other skills:

- Good understanding of substantive area (prevention, sustaining peace, gender equality, the Women, Peace & Security Agenda, humanitarian action).
- Solid analytical skills.
- Initiative, sound judgment and demonstrated ability to work with minimal supervision and harmoniously with staff members from different national and cultural backgrounds
- Proven interest in E-learning solutions is a merit.
- Excellent knowledge of English (written and oral).
- Fully proficient computer skills and use of relevant software



## 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;

**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

**ACCOUNTABILITY:** Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**CLIENT ORIENTATION:** 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 client

## 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 better grasp the challenges to implementing the sustaining peace agenda by understanding the opportunities and options for the UN and its Member States to reach the sustainable development and peaceful and resilient societies. The JPO will also have the exposure to the UN system through the inter-agency learning offerings of the College and strengthen his/her skills and competences in designing interactive trainings, online and face to face facilitation and engaging with diverse audiences.

Additional learning elements for the JPO include the development and enhancement of:

- ✓ **Professional skills:** including specific competencies and reflection on assignment- related abilities.
- ✓ **Inter-personal skills:** including communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- ✓ **Networking and social skills:** including reaching out to and building networks

## VI. Background Information

---

The United Nations System Staff College (UNSSC) is dedicated to serving the learning and knowledge needs of the UN system and partner organizations. We create first-rate learning experiences grounded in the bedrock values of multilateralism and dignity for all enshrined in the UN charter. Participants in our programmes rely on UNSSC to



enhance their knowledge and skills across leadership and management, sustainable development, and peace and security. UNSSC is headquartered in Turin, Italy with an office in Bonn, Germany.

Governed by a Board chaired by the Chef de Cabinet of the Secretary-General, UNSSC is uniquely positioned above institutional silos and works in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. It is composed of individuals selected amongst the staff of the member organizations of the Chief Executives Board (CEB). The Director of the Staff College is appointed by the Secretary-General after consultation with the Chief Executives Board in the light of criteria recommended by the Board of Governors.

Putting Sustaining Peace at the heart of its work the UNSSC Peace and Security Hub is offering unique training solutions to equip UN staff, member states and civil society organizations with skills and knowledge for effective and sustainable peacebuilding and conflict prevention. Our goal is to navigate complexity and work coherently towards the implementation of the UN Sustaining Peace resolutions.

The Peace and Security Team builds on over 20 years of experience of providing trainings face-to-face and online for peacebuilding practitioners. Participants not only learn about different methods for sustaining peace, but also benefit from the exchange with colleagues from various backgrounds. Our courses allow time to discuss, to reflect and to practice under the guidance of experienced trainers and experts. To foster ties and to share knowledge the Peace and Security Hub aims at building a strong global network for sustaining peace and conflict prevention by continuously expanding its portfolio and offerings to keep abreast with emerging global trends and addressing imminent challenges arising.