

United Nations JPO Programme



TERMS OF REFERENCE 22P200

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Interagency Coordination

Sector of Assignment:
Inter-Agency Coordination, Management/Administration

Organization/Office:
United Nations / Secretariat of the United Nations System Chief Executives Board for Coordination (CEB)

Duty Station:
Geneva, Switzerland

[Non-Family Duty Station: yes / no

Duration:
1 year (with possible extension for another year)
[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:
HLCM Secretary / Chief, CEB Secretariat, Geneva

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.

The Associate Expert will have a very close relationship with the HLCM Secretary / Chief, CEB Secretariat in Geneva, supporting the substantive work of the HLCM.
Bi-weekly meetings with the supervisor.

III. Duties, Responsibilities and Output Expectations

Under the direct supervision of the HLCM Secretary / Chief, CEB Secretariat in Geneva, the Associate Expert will perform the following duties:

- Provide assistance to the Chief in the strategic management of the Office;
- Identify, research, analyze, prepare and organize information and briefing materials for the HLCM Secretary / Chief, CEB Secretariat, Geneva;
- Draft speaking notes and prepare presentations for delivery by the Chief;
- Assist, through information collection and analysis, in carrying out research and preparing papers on issues of system-wide importance in all area of management (Human Resources, Budget and Finance, Procurement, Digital and Technology);
- Follow intergovernmental and interagency meetings on issues of system-wide interest and prepare summary reports;
- Provide substantive and administrative support in the preparation, organization and servicing of the High-level Committee on Management (HLCM) sessions, its Networks and Working Groups;
- Liaise with the CEB New York office on behalf of the Chief;
- Support the Chief in developing and/or reviewing project proposals;
- Contribute to the development of communication strategies for resource mobilization;
- Contribute to initiatives to enhance knowledge management and experience exchange among Senior Managers and Technical Experts in all areas of management;
- Perform other duties which may be required.

IV. Qualifications and Experience

Education:

Advanced university degree in Business or Public Administration, External Relations or other relevant management disciplines (i.e. finance, management, business, human resources, public sector management or related field).

Work experience:

A minimum of 2 years of relevant work experience in management; Experience at the international level is desirable; Experience in project management is an asset.

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.

Other skills:

Excellent research, communication and drafting skills; strong computer skills. Knowledge of the institutions of the UN system is an asset.

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; Knowledge and understanding of the functioning of organizations of the UN system, CEB and its high-level committees; good research, analytical, consulting skills.

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.

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

- Developed a good understanding of UN system organizations and interagency mechanisms and a deep understanding of the individual mandates, priorities and challenges of UN System organizations
- Gained substantive knowledge of managerial, administrative and operational issues, policies and procedures relevant to all or certain members of the UN system in a cross-functional manner, with the ability to draft/review policy and project proposals
- Sharpened his/her ability to prepare a wide range of written products for a UN audience including meeting summaries, background papers, analytical notes, talking points and official correspondence
- Become familiar with and be able to execute the UN's administrative policies and procedures (e.g. on human resources, finance and budget, procurement)

VI. Background Information

The UN System Chief Executives Board for Coordination (CEB) is the longest-standing and highest-level coordination forum of the United Nations system. It meets biannually and is chaired by the UN Secretary-General.

The UN System Chief Executives Board for Coordination (CEB) comprises 31 Executive Heads of the United Nations system.

The CEB secretariat supports the work of the CEB and its High-level Committees on Programmes (HLCP) and on Management (HLCM). These bodies meet twice a year prior to CEB meetings, in order to ensure that their work feeds into CEB discussions. These pillars provide direction and guidance to substantive networks, working groups and task forces in each area under their responsibility.

The Chief of the CEB Secretariat in Geneva serves as Secretary of HLCM. HLCM identifies and analyses administrative management reforms with the aim of improving efficiency and simplifying business practices. The Committee comprised of senior administrative managers from the member organizations of the United Nations system who meet twice a year.

The CEB Secretariat is co-located in New York and Geneva.