

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

25P305

I. General Information

Title: JPO in Auditing and Evaluation

Sector of Assignment: Evaluation, Audit, Inspection

Organization/Office: United Nations, Joint Inspection Unit (JIU)

Duty Station: Geneva, Switzerland

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: Executive Secretary

Content and methodology of supervision:

Establishment of a Work Plan: The workplan, including a list of deliverables and the learning and development plan, will be discussed and agreed with the JIU Executive Secretary.

Evaluation: The United Nations Performance Evaluation System will serve as a primary framework to evaluate performance. It will be complemented by a review conducted after the first six months. The evaluation will be informed by the feed-back received from Inspectors and Evaluation Officers who will have been working on a day-to-day basis with the JPO.

A monthly meeting will also be held between the supervisor and the JPO to assess progress relative to the agreed annual work plan and to discuss any issues that may have arisen from either side.

III. Duties, Responsibilities and Output Expectations

Under the supervision of an Evaluation and Inspection Officer, and in accordance with detailed guidance received from the Inspector(s) concerned, the JPO will:

1. **Assist JIU teams in all phased of JIU reviews, including:**
 - a) Scoping - through interviews and desk-top reviews;
 - b) Drafting terms of reference;
 - c) Data collection - through interviews, questionnaires, surveys and desk reviews of UN and non-UN

- documents;
 - d) Data analysis - both quantitative and qualitative, using best practice ICT tools;
 - e) Preparation of tables and graphs, to support the observations in the report;
 - f) Drafting of observations and findings, in a clear and professional manner;
 - g) Drafting of recommendations, ensuring that they address the root causes of the observations and that they are implementable;
 - h) Proof reading of documents - to ensure compliance with UN editorial guidelines;
 - i) Communication with organizations to request information, clarifications or meetings;
 - j) Attending meeting with organizations, both virtual and in person.
2. **Assist in the preparation of JIU communications and outreach products by:**
 - a) Drafting report highlights, web articles and other communication products related to specific reviews or to the work of the JIU in general;
 - b) Participating in the dissemination of such products.
 3. **Assist in the preparation of the annual workplan of the JIU by:**
 - a) Preparing a detailed assessment of potential topics considered for inclusion in the annual workplan, to support evidence-based decision making by the Inspectors.
 4. Other relevant duties, as and when requested by the Executive Secretary.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in economics, social sciences, law, management, auditing, accounting, evaluation or a related field is required.

Professional certification in evaluation, accounting or auditing would be an assets.

Work experience:

A minimum of 2 years of relevant work experience in the field of research, audit, evaluation, financial management, programme monitoring or a related field, preferably at international level is required.

Languages:

Fluency in oral and written English is required.

Other skills:

Proficiency in Microsoft Word, Excel and Power Point are required. Knowledge of Microsoft BI, and of advanced qualitative and quantitative data analytics tools would be an advantage.

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; Good attention to detail; 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

The JPO will receive on-the-job training in conducting JIU reviews in accordance with the internal working procedures and relevant JIU norms and standards; and will also be encouraged to participate in relevant internal and external training initiatives, including completing all mandatory UN training.

Upon completion of the assignment, the JPO will:

- be familiar with the UN system governance structure, including role and responsibilities of Executive Boards, management and oversight functions;
- be familiar with management, risk, internal controls and accountability frameworks of UN organizations;
- have a better understanding of the different mandates of UN organizations and of the key objectives and of the challenges and opportunities faced by the UN System;
- have enhanced skills in research, audit and evaluation methodologies;
- have enhanced report writing and presentations skills;
- have been exposed to teamwork, in a multi-cultural environment.

VI. Background Information

The Joint Inspection Unit (JIU) was created on an experimental basis under General Assembly resolution 2150 (XXI) of 4 November 1966 and extended thereafter under Assembly resolutions 2735 A (XXV) of 17 December 1970 and 2924 B (XXVII) of 24 November 1972. By its resolution 31/192 of 22 December 1976, the Assembly decided to establish the Joint Inspection Unit as a standing subsidiary organ and approved the statute of the Unit, with effect from 1 January 1978. Under Article 1, paragraph 2 of the statute, the Unit is responsible to the General Assembly of the United Nations and similarly to the competent legislative organs of those specialized agencies and other international organizations with the United Nations system, which have accepted its statute (participating organizations).

As the only independent external oversight body of the United Nations System mandated to conduct evaluation, inspections and investigations system-wide, the Unit aims to:

- assist the legislative organs of the participating organizations in meeting their oversight responsibilities concerning the management of human, financial and other resources;
- help improve the efficiency and effectiveness of the organizations in achieving the legislative mandates and the mission objectives established for the organizations;
- promote greater coordination between the organizations of the United Nations System;
- identify best practices, propose benchmarks and facilitate information-sharing throughout the system.

The Unit is composed of eleven Inspectors appointed by the General Assembly on the basis of their special experience in national or international administrative and financial matters, with due regard to the principle of equitable geographical distribution and reasonable rotation. Inspectors serve in their personal capacity and are appointed for a term of five years, renewable once.

The Unit is assisted by an Executive Secretary and by the staff allocated according to its approved budget. The budget is presented with the regular budget of the United Nations (Jointly financed activities) and its expenditures are shared by the participating organizations.

The Unit is located in the Palais des Nations in Geneva within the United Nations Office at Geneva. JIU review teams are typically led by one or more Inspectors; and comprise an Evaluation and Inspection Officer and Research Assistant.

The annual programme of work of the JIU is decided at the start of each calendar year and published in the Unit's annual report. JIU reviews take an average of 12 months to complete and may involve international travel during the data collection phase.

Additional details on the activities of the JIU, including copies of all of its reports, can be found on the JIU website (www.unjiu.org).

