

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO) 25P355

I. General Information

Title: JPO in Sustainable Development

Sector of Assignment:
Economic and Social Affairs, Intergovernmental Support

Organization/Office:
United Nations / Department of Economic and Social Affairs (DESA) / Office of Intergovernmental Support and Coordination (OISC) / Intergovernmental Policy Review Branch

Duty Station: New York, United States

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: Chief, Intergovernmental Policy Review Branch

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. Supervision includes regular meetings with the supervisor and detailed feedback on respective assignments.

The direct supervisor will develop, together with the JPO, a roadmap with defined processes and workflows for managing expectations from start to finish.

III. Duties, Responsibilities and Output Expectations

Under the supervision of the Chief of the Intergovernmental Policy Review Branch, the Junior Professional Officer will be responsible for the following duties:

1. Support for High-level Political Forum for Sustainable Development (HLPF) and the High-level Segment of the Economic and Social Council (ECOSOC):

- Support preparations for HLPF to be held under the auspices of the ECOSOC, in follow-up and review of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs).
- Support preparations for 2027 SDG Summit (HLPF under the auspices of the General Assembly), including



in relation to an inter-agency task force and the negotiations on the outcome of the Summit, which is expected to establish modalities for the negotiations on the sustainable development agenda post-2030.

- Support global workshops, regional forums, and provide tailored assistance to countries preparing voluntary national reviews (VNRs) to be presented at the HLPF in July 2026 and 2027.
- Support the preparation of ECOSOC segments and meetings in 2026 and 2027, in particular the High-level Segment of ECOSOC in July.

2. Conduct research and analytical support:

- Prepare analytical inputs and reports, including for reports of the Secretary-General and summaries of the HLPF.
- Conduct research and analysis on the implementation of the sustainable development goals and their review during the 2026 and 2027 HLPF and action at the national and international levels.
- Attend and provide support to relevant United Nations meetings and events on issues involving United Nations senior officials, the President of ECOSOC, and other stakeholders, as deemed necessary by the supervising officer, and prepare summaries of such meetings.
- Prepare, consolidate, and review inputs for senior management, including notes, talking points, and statements on topics related to the HLPF and ECOSOC.

3. Intergovernmental support

- Provide substantive support to the President of ECOSOC, including drafting statements, briefing notes, talking points, and correspondence for the President's participation in meetings and events, considering agreed priorities and messaging for the 2026 and 2027 sessions. Support the Division's focal point in facilitating the President's engagements and ensuring smooth coordination across portfolio.
- Support the General Assembly Second Committee and its Bureau in establishing and executing its programme of work, including through the organization of relevant joint meetings and side events during the 81st and 82nd sessions of the GA starting in September 2026 and 2027.
- Support the review of ECOSOC and HLPF, in accordance with GA resolutions 75-290A and 75-290B.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in the field of sustainable development, development economics, environmental policy, international affairs, law, or other relevant fields. degree.

Work experience:

A minimum of two years' experience is desirable, preferably in sustainable development policy, practice, or related fields. Experience working with the UN is desirable. Experience supporting intergovernmental processes is also desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French is an advantage.

Other skills:

Proficiency in Microsoft Office applications.

UN competencies:

PROFESSIONALISM: Knowledge of the work of the United Nations and the role of non-governmental organizations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

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:

1. Understand and articulate the formal framework governing the follow-up and review of the SDGs in the context of the HLPF and other relevant intergovernmental processes.
2. Understand and articulate the role of DESA in supporting the implementation of UN priorities including the 2030 Agenda and the Sustainable Development Goals (SDGs).
3. Understand and articulate the role and the work of the President of ECOSOC.
4. Contribute to research and analysis in the area of review of the status of implementation of the UN priorities including the 2030 Agenda.
5. Have an understanding of the VNR process and its contribution to the implementation of the 2030 Agenda.

VI. Background Information

The Office of Intergovernmental Support and Coordination for Sustainable Development (OISC) in the Department of Economic and Social Affairs (DESA) provides substantive support to the General Assembly, ECOSOC and the High-Level Political Forum (HLPF) on Sustainable Development.

OISC works closely with Member States, DESA's divisions and UN system entities to ensure that the follow-up and review of the 2030 Agenda by UN intergovernmental bodies is coherent, builds on each body's mandate and expertise; and reflects the integrated, indivisible and interlinked nature of the Sustainable Development Goals. It coordinates the annual sessions of the HLPF held under the auspices of the ECOSOC to review progress on the 2030 Agenda and the SDGs, including Voluntary National Reviews presented by Member States. It also supports the SDG Summits convened by the General Assembly.

The Office also supports the annual work of the ECOSOC, including the work of the Council's President and Bureau, the ECOSOC segments on operational activities for development, coordination and management, special meetings of the Council and the ECOSOC Youth Forum.

It promotes the coherent contribution of the Council's subsidiary bodies to the work of both ECOSOC and the HLPF. Additionally, OISC helps ECOSOC identify emerging challenges and priority issues requiring Member States' attention to advance the Sustainable Development Goals and build and sustain peace.

The Intergovernmental Policy and Review Branch provides substantive support to the General Assembly, the Economic and Social Council and the HLPF. This includes supporting the Voluntary National Reviews at the HLPF and spearheading and coordinating the dialogues around the annual theme and selected Sustainable Development Goals at the HLPF and the work of various segments. The Branch engages other divisions, the UN system and major groups and other stakeholders in its work and cooperates in identifying major trends related to the implementation of the 2030 Agenda that require the attention of intergovernmental bodies. It also supports the engagement of major groups in the work of ECOSOC and the HLPF and prepares selected reports of the Secretary-General and other analytical inputs.