

# United Nations JPO Programme



## TERMS OF REFERENCE

### Junior Professional Officer (JPO)

25P316

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

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Title: JPO in Unmanned Aviation and Supply Chain Innovation

Sector of Assignment: Unmanned Aviation logistics

Organization/Office: United Nations / Department of Operational Support (DOS) / Office of Supply Chain Management (OSCM) / Logistics Division (LD).

Duty Station: New York, USA

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**

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Title of Supervisor: Chief Aviation Planning Projects and Training Unit.

Content and methodology of supervision:

- Induction program outlining the functions of the Logistics Division
- Induction to the Unmanned Aircraft System (UAS) Category team within the Logistics Division, OSCM.
- Introduction to and liaison with other components with the Division, as well as relevant counterparts at Headquarters.
- The incumbent is expected to work under the direct supervision of the UAS Category lead be able to solve problems and difficulties independently that are within his/her delegated authority.

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

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#### Context

In today's rapidly evolving global landscape, the demands on efficient humanitarian and peacekeeping supply chains are becoming increasingly complex and urgent. As the United Nations' principal logistics service provider, the Department of Operational Support (DOS) must remain agile, forward-looking, and innovation-driven to meet these challenges effectively.

To stay ahead of emerging needs and global disruptions, DOS is scaling up its Unmanned Aerial Systems (UAS) capabilities as part of a broader strategy to modernize and diversify its logistics service offerings. UAS technologies present transformative opportunities to enhance the speed, reach, and efficiency of supply chain operations—particularly in hard-to-reach or high-risk environments.

A critical component of this strategy is the development and implementation of a UN Airspace Management (ASM) system initiative under the UAS and Airborne ISR Category strategy. ASM is fundamental to ensuring safe and efficient aviation operations, especially as the use of unmanned and Counter-UAS (C-UAS) technologies grows. The initiative will establish technical tools, SOPs, training materials, and subject matter expertise to support the integration of UAS and C-UAS capabilities into UN Mission airspace environments.

The On-Call Logistics Capacity Augmentation (OLCA) project plays a central role in this transformation. It enables DOS to rapidly mobilize Member State-owned logistics assets, including UAS platforms, in response to emergencies and complex global shocks. Through OLCA, the selected candidate will engage with Member States and UN entities worldwide to strengthen operational systems, streamline processes, and expand the portfolio of emergency UAS logistics services available to the UN system.

The successful JPO candidate will conduct research and maintain active engagement with Member States to track and follow up on pledges related to UAS capabilities, ensuring these commitments are effectively leveraged to enhance UN logistics operations. Additionally, the candidate will also be responsible for managing the portfolio of initiatives and innovations within the UAS category, contributing to the successful management of projects, and fostering a culture of innovation in the category. They will have the space to generate new ideas and incubate projects that are beneficial and aligned with the strategy.

#### Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

##### **Project Support:**

1. OLCA Project Support – Unmanned Aviation Logistics
  - Contribute to the creation and management of a global portfolio of Member State-owned Unmanned Aerial Systems (UAS) logistics assets for rapid deployment in emergency and humanitarian contexts.
  - Coordinate the establishment and maintenance of framework agreements with Member States and service providers, and lead outreach efforts to promote the UAS logistics service offering across the UN system.
  - Support the enhancement of DOS systems and workflows related to UAS logistics, including documentation, digital tools, and operational procedures.
  - Prepare project briefs, dashboards, and presentations for senior leadership, ensuring data-driven insights inform strategic decision-making.
  - Facilitate collaboration with internal UN entities and external partners to ensure alignment and readiness of UAS assets under OLCA.
2. ASM Project Support – Airspace Management for UAS and C-UAS
  - Lead the development of the ASM initiative work plan, defining scope, objectives, timelines, deliverables, and resource needs in alignment with DOS strategy.
  - Identify and engage UN airspace users, Member States, and technical partners to collaboratively develop ASM tools, SOPs, and procedures.
  - Oversee the deployment of ASM systems across UN Missions, ensuring timely execution, milestone tracking, and risk management.
  - Design and deliver targeted training programmes for UN and partner staff on ASM principles, supported by standardized materials and operational guidance.

- Establish performance indicators and reporting mechanisms to evaluate ASM adoption and effectiveness and provide regular updates to leadership.

### 3. Future Project Development & Management

- Support UAS-related logistics projects from planning through closure, applying project management methodologies and tools to ensure successful delivery.
- Identify new project opportunities aligned with DOS strategy and contribute to innovation initiatives within the Logistics Division.
- Assist leadership and project teams in navigating change, facilitating stakeholder engagement and adopting new logistics solutions.
- Identify, collect, and analyze operational and performance data related to UAS logistics activities to inform strategic planning and operational decisions.
- Monitor project progress, risks, and deliverables to ensure alignment with strategic objectives and timelines.
- Work across teams and departments to ensure integrated planning and execution of logistics innovation projects.

### **External Engagement**

- Develop a member states outreach strategy, creating segments, *inter alia*, based on their funding agendas, logistics capabilities, and geographical coverage. This includes organizing and coordinating meetings when appropriate.
- Develop an external partner's outreach strategy, identifying opportunities for collaboration and logistics service provision, and identifying interests and relevant points of contact. This includes organizing and coordinating meetings when appropriate.
- Prepare necessary materials to support external engagement, including presentations for pitching projects, project proposals, and talking points for senior leadership when higher-level engagement is required.
- Maintain and provide visibility over the portfolio of extra-budgetary (XB) funding requests in the Logistics Division, including XB project proposals and XB personnel requests.
- Review project proposals and terms of reference, as appropriate, before submission to UN member states and/or donors, ensuring their clarity, coherence, and relevance.

### **Other Duties**

- Perform any other duties as required.

## **IV. Qualifications and Experience**

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### **Education:**

An advanced university degree (master's degree or equivalent) in Supply Chain Management, Logistics, Business Administration, Operations Management, or a related field is required.

### **Work experience:**

- a. A minimum of 2 years of professional experience in logistics or supply chain management is required.
- b. Will be considered an asset:
  - i. Experience in a humanitarian organization, preferably in the UN system and/or in emergency settings.
  - ii. Experience in project management, change management, process engineering, business consulting.
  - iii. Experience in a decision-making or leadership role.

### **Skills and Competencies:**

- c. Strong analytical and problem-solving skills to identify opportunities for efficiency and effectiveness.
- d. Excellent communication and presentation skills for engaging with internal and external stakeholders.
- e. Proficiency in data analysis and evidence-based decision-making.
- f. Ability to lead and support teams through transitions and manage resistance to change.

### **Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency (oral and written) in English is required. Working knowledge of another UN official language is desirable.

### **Other skills:**

- g. Excellent communication and presentation skills for engaging with internal and external stakeholders.
- h. Excellent organizational and coordination skills, for successful project management,
- i. Strong analytical and problem-solving skills to identify opportunities for efficiency and effectiveness.
- j. Proficiency in data analysis and evidence-based decision-making.
- k. Ability to lead and support teams through transitions and manage resistance to change.

These qualifications will help ensure the candidate is well-prepared to manage the portfolio of UAS projects and contribute effectively to the category's goals.

### **UN competencies:**

**Professionalism** – Ability to simplify complex information and communicate complex or statistical information to less-technically trained team members. Strong visual design skills, strong knowledge of Microsoft Office. Skilled in business process analysis, data extraction, transformation and management, data governance and quality audit. Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations. Excellent political analysis skills, with an ability to identify problems (political, economic and social) affecting a country or geographic area.

**Planning and organizing** – Ability to work under tight deadlines and to plan, coordinate and manage own work plan.

**Communication** – Ability to clearly and concisely tailor and communicate complex issues, key decisions and positions to a variety of audiences, orally and in writing; and ability to develop contacts and foster collaboration and coordination with other persons and entities on current initiatives and studies pertinent to the assigned area.

**Teamwork** – Excellent interpersonal skills; demonstrated ability to work effectively within a team; values other peoples' ideas and expertise; and willing to learn from others.

**Integrity** – Maintains impartiality and demonstrates the values of the United Nations.

## **V. Learning Elements**

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On completion of the assignment, the JPO will have/be able to

- Understand the work of the Department of Operational Support, and more broadly the mandate of the Office of Supply Chain Management
- Gain knowledge and insight into the supply chain and logistics for the United Nations, from a larger-scale, headquarters-perspective.
- Work efficiently in a multi-disciplinary and international environment.

- Be able to build business cases and pitch them to trigger action
- Work with a variety of tools and methodologies.
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## **VI. Background Information**

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The Department of Operational Support was established to provide operational advisory services to operating entities across the Secretariat, including other departments, offices away-from headquarters, field missions, and regional commissions. The Office of Supply Chain Management includes the Office of the Assistant Secretary-General for Supply Chain Management, Logistics Division, Procurement Division, Uniformed Capabilities Support Division, and the Enabling and Outreach Service.

The Logistics Division performs a central role in the implementation of end-to-end supply chain management across the United Nations operations. The Division provides direction and advice on logistical matters, monitors and assesses the delivery of strategic transportation and support services, and directs the delivery of transportation and specialist support services in the functional areas of air transport (including unmanned Aviation), ground transport, engineering, medical and supply, inclusive of fuel, rations and general supplies and security equipment.