

United Nations JPO Programme



TERMS OF REFERENCE

24P013

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Political Affairs

Sector of Assignment:

Political Affairs

Organization/Office:

United Nations / Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO)/ Peacebuilding and Peace Support Office (PBPSO) / Peacebuilding Strategy and Partnership Branch

Duty Station:

New York City, 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

Title of Supervisor:

Chief, Peacebuilding Strategy and Partnership 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.

Under the overall supervision of the Branch Chief, the JPO will serve as part of the Peacebuilding Strategy and Partnership Branch. S/he will be assigned to the Strategy and Inclusion Team, under the day-to-day supervision of the Team Leader, while also having the opportunity to work with other teams on specific tasks during the course of the assignment. The JPO will have weekly meetings with the Strategy and Inclusion team, chaired by the team leader, to go over tasks conducted by each member of the team, and will have bi-weekly meetings with the team leader to ensure tasks are on track and that the JPO has the support required. He/she will participate in weekly meetings of the PBPSO Partnership and Strategy Branch, chaired by the Branch Chief.



III. Duties, Responsibilities and Output Expectations

The post is situated in the Peacebuilding Strategy and Partnerships Branch of the United Nations Peacebuilding and Peace Support Office (PBPSO). Within delegated authority and under the guidance of the head of the branch, the JPO will be assigned to support the Strategy and Inclusion Team. S/he will be responsible for the following duties:

- Contributes to strategies, policy analysis and policy and guidance development across a broad range of peacebuilding-related areas, including implementation of the Review of the Peacebuilding Architecture (2025), the implementation of the Youth, Peace and Security Agenda, engagement with civil society on peacebuilding;
- Supports the mainstreaming of youth issues and engagement with civil society organizations, in the work of PBPSO;
- Supports the strengthening of partnerships on peacebuilding and sustaining peace between PBPSO and other UN actors, member states, civil society and academia; contributes to development of pilot initiatives; capture of good practices and lessons learned;
- Promotes the application of data and digital tools consistent with the agenda of PBPSO and the Secretary-General's Data Strategy;
- Supports PBPSO engagement to advance the Humanitarian-Development and Peace nexus, including through participation in coordination mechanisms such as the UN Sustainable Development Group, Joint Steering Committee (JSC) to advance H-D collaboration; the UN-DAC Dialogue on the OECD Principles on HDP Nexus.
- Assists in the preparation of briefing materials (talking points, background notes, presentations, statements, other correspondence) for the Assistant Secretary-General and other senior officials.
- Researches, analyzes and presents information gathered from diverse sources and advises on and keeps abreast of latest emerging trends and innovative approaches.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Performs other related duties as required.

IV. Qualifications and Experience

Education:

An advanced university degree (Master's degree or equivalent degree) in international relations, public administration, law, social sciences or related area is required.

Work experience:

A minimum of two (2) years of experience in international relations, sustainable development, development cooperation, public policy or related fields is required;

Field experience in a conflict-affected setting, and/or work experience with a civil society or community-based organization, is desirable;

Experience in data analytics, policy and strategy design and interagency collaborations is desirable;

Experience in supporting multi-stakeholder initiatives and/or multi-lateral processes is desirable;

Experience providing support to senior UN officials or national government officials is desirable.

Languages:

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

Other skills:

Proficiency in Microsoft Office applications.

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.

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

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

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 be able to:

- Understand the UN peacebuilding architecture and how it is used to address current issues and challenges at global and country-level
- Build and maintain partnerships and collaborations with UN and non-UN partners engaged in peacebuilding, including but not limited to UN Secretariat and agencies, funds and programme; member states; multilateral organizations, including international financial institutions; civil society organizations; academia.
- Support development of policy and guidance addressed to UN peacebuilding stakeholders
- Write and analyze documents and reports, and identify recommendations to advance peacebuilding and sustaining peace at the global and country-levels.
- Advocate and communicate in support of peacebuilding agendas and initiatives with a range of audiences and through a range of tools.

VI. Background Information

As part of the Departments of Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO), the Peacebuilding and Peace Support Office (PBPSO) serves as a facilitator to enhance coherence and collaboration across the UN system and with partners in support of nationally owned efforts to build and sustain peace. Established as a result of the "UN80" reforms of the Secretary-General in 2025, PBPSO draws together expertise to advance impactful system-wide action, policies and guidance and fosters an integrated and inclusive approach to prevention and sustaining peace.

The Office comprises the Peacebuilding Commission Support Branch, the Financing for Peacebuilding Branch the Peacebuilding Strategy and Partnerships Branch, as well as the Justice and Corrections Service, Disarmament, Demobilization and Reintegration Unit and Security Sector Reform Unit, led by Assistant Secretary-General, Elizabeth Spehar.