

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

25P364

I. General Information

Title: JPO in Political Affairs

Sector of Assignment Political Affairs and Administration

Organization/Office:

United Nations / Executive Office of the Secretary General (EOSG) / Sustainable Development Unit and the Office of the Under-Secretary-General for Policy

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

Title of direct supervisor: Deputy Director of the Sustainable Development Unit

Content and methodology of supervision:

Management context: This function is matrixed between the Office of the Under Secretary-General for Policy and the Sustainable Development Unit of the Executive Office, with direct day-to-day supervision by the Sustainable Development Unit.

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 supervisor will monitor the work of the JPO through daily dialogue and regular review of the work plan, and with input from the Head of the Office of the Under Secretary-General for Policy, in addition to the mid-year and year-end reviews.

III. Duties, Responsibilities and Output Expectations

Under the day-to-day guidance of the Deputy Director, SDU , the JPO will assist in matters related to the implementation of the Secretary-General's Our Common Agenda, which falls within the portfolio of the Under-Secretary-General for Policy, in support of the work of the Secretary-General and the Deputy Secretary-General. Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Undertake requested research, knowledge management and analysis in support of efforts to ensure oversight of policy matters, in particular in follow-up to Our Common Agenda;
- Support the review of correspondence and monitoring of related follow-up actions, including drafting of letters;
- Assist in the drafting of materials (talking points, background notes, speeches and profiles) for the use of the Secretary-General, the Deputy Secretary-General and the Under-Secretary-General for Policy;
- Draft meeting notes from official meetings. Support efforts to monitor follow-up actions related to the meetings;
- Support internal information management, coordination and communication with other Units and Offices in the Executive Office of the Secretary-General, as well as with Department, Agencies, Funds and Programmes as needed;
- Contribute to the monitoring of major developments, processes and meetings in UN intergovernmental fora;
- Perform other functions as required

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in political science, international relations, international humanitarian law / human rights, or other degree in social sciences.

Work experience:

A minimum of 2 years of relevant work experience in political affairs, development and/or humanitarian work with governments, international organizations, NGOs or research institutes. Field experience with the UN or other intergovernmental or non-governmental organizations is an advantage. Strong research, analysis, and writing skills preferred. Proven organizational skills and ability to develop clear goals and identify priority activities and assignments preferred.

Languages:

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

Other skills:

Experience working with Microsoft SharePoint, Teams, and PowerPoint is desirable. Statistical analysis skills are desirable.

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

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

ACCOUNTABILITY: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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 been extensively exposed to the operations of the United Nations and increased his/her understanding of the nature of its dynamics and how it interlinks with the multilateral system. The incumbent will have the opportunity to observe and learn how decision-making happens at the highest levels in the United Nations. S/he will have gained experience in preparing for high-level meetings of senior UN officials and performing duties assigned to officers working in a Front Office. Experience will have been gained in synthesizing information and producing reliable reporting material for senior staff. S/he will gain broad understanding of the UN system and field operations and develop contacts with a wide range of relevant UN entities. The JPO will learn about the core values of the UN and will have an opportunity to work with people of diverse backgrounds and diverse points of view.

VI. Background Information

The Executive Office of the Secretary-General provides assistance to the Secretary-General in the establishment of general policy, in the executive direction, coordination and expeditious performance of the work of the Secretariat and of the programmes and other elements of the Organization, and in contacts with Governments, delegations, the press and the public.

The Under-Secretary-General for Policy supports the Secretary-General in maintaining a holistic overview and strategic oversight of policy matters across all pillars of the work of the United Nations, including leading and coordinating the follow-up to Our Common Agenda and the Secretary-General's Call to Action for Human Rights. The Under-Secretary-General initiates and leads horizontal and vertical integration for system-wide coherence on conflict prevention policies, tools and operations; monitors emerging global issues and brewing crises and advises the Secretary-General on appropriate options and responses; and ensures that fresh thinking and outside perspectives are introduced.

The Under-Secretary-General is the Secretary of the Senior Management Group and the Executive Committee, and chairs the Deputies Committee and coordinates closely on matters related to Chief Executives Board. The Under-Secretary-General also directly oversees the Strategic Planning and Monitoring Unit, the Rule of Law Unit and the Our Common Agenda team, and ensures strategic coordination and coherence in the work of all EOSG Units.

