

# United Nations JPO Programme



## TERMS OF REFERENCE 19P024

### JPO (Associate Expert)

#### I. General Information

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Title:

JPO in Political Affairs

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):  
Political Affairs

Organization/Office:

United Nations Support Mission to Libya / Office of the Deputy Special Representative of the Secretary-General / Economic Policy Unit

Duty Station:

Tripoli, Libya

[Non-Family Duty Station: yes  / no

Duration:

One year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

#### II. Supervision

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Title of Supervisor:

Special Assistant to the D/SRSG-Political

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

### **III. Duties, Responsibilities and Output Expectations**

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

- Maintains up to date knowledge, researching and analyzing economic-related developments in Libya, based on communications and publications received from different sources, including the press;
- Assists senior officials with timely, comprehensive briefing notes, background papers and talking points.
- Prepares summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports.
- Support senior officials in setting up events (conference, seminar) in liaison with international partners (think-tanks, agencies, Member States).
- Creates databases that track project progress and provides other information relevant to Libyan economic-related developments.
- Support the work of the O/DSRSG-P and performs other related duties as required.

#### **Work implies frequent interaction with the following:**

D/SRSG-Political, UNSMIL working-level staff members, consultants, Staff of specialized agencies, representatives of non-governmental organisations, regional intergovernmental organisations, etc.

#### **Results Expected:**

Application of expertise in writing timely, balanced reports, summaries and other informational pieces on area assigned.

### **IV. Qualifications and Experience**

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**Education:** A first-level university degree in political science, international relations, international economics, law, public administration or other related area. An understanding and proved interest in Economy / Finances is desirable.

**Experience:** A minimum of two years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict

resolution or related area. Expertise in public financing, governance, economics is a desirable.

**Language:** English and French, are UN official languages. For this position, fluency in English is required; knowledge of Arabic would be an asset.

**UN competencies:**

**Professionalism:** Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. Ability to develop sources for data collection. 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.

**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 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 honours 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.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**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.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## **V. Learning Elements**

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On completion of the assignment, the JPO will have:

- Gained a comprehensive understanding of the work of a Special Political Mission, in a complex environment. The positioning of the position, in the O/DSRSG-Political, will enable the JPO to gain an overview of the sections under the purview of the D/SRSG-Political (political, human rights, security sector and joint analysis).
- Written research papers and notes recommending actions to advance economic reforms in Libya.
- Monitored progress in addressing economic issues in Libya, formulate remedial action proposals and identified leverage points to further UN engagement.

## **VI. Background Information**

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Due to the impact of the economy on the political process, security dynamics and governance generally, UNSMIL established an Economic Policy Unit (EPU) in November 2018 to leverage the political capital of the Mission in facilitating economic reforms, enabling dialogue on policy development and providing technical support to improve performance and reduce corruption. This work is being done in a manner that complements related efforts by other actors including the International Financial Institutions.

The EPU coordinates the Mission's activities pertaining to the advancement of Libyan economic policy reforms, combatting the economy of predation and all Libyan economy-related issues.

In Libya, economic issues closely underpin security and political developments. Progress on the economic front will support improvements on both other fronts. As a newly created unit, the EPU will be called to expand. It is now comprised of a Senior Economist (consultant) and a P-4 Political Affairs Officer. Another Senior Political Affairs Officer is under recruitment. As such, the JPO would be part of a small but very active team, directly involved in outreach to Libyan officials and international actors involved of economic policy.

The JPO would also be called to support the work of the Office of the Deputy Special Representative of the Secretary-General, comprised of a Special Assistant at the P-4 level and a Senior Administrative Assistant. Also a newly established entity, the O/DSRSG will be a good

observation and learning point for the JPO in order to gain a comprehensive understanding of the work of an SPM, in a particularly fluid and complex environment.

The position is based in Tripoli, a non-family duty station, with an R&R cycle of four weeks.