

United Nations JPO Programme



TERMS OF REFERENCE 19P334

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Political Affairs

Sector of Assignment: Political Affairs

Organization/Office:

United Nations / Office of the Special Representative of the Secretary-General for Children and Armed Conflict (OSRSG-CAAC)

Duty Station:

New York, USA

[Non-Family Duty Station: yes / no

Duration:

1 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

Title of Supervisor:

Political Affairs Officer, Team Leader for Monitoring and Reporting on Children and Armed Conflict (MRM)

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. Regular consultations will be held with the supervisor as needed, as well as discussions on performance and evaluation.

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

The JPO will support the work of the Office of the Special Representative of the Secretary-General on Children and Armed Conflict through work within the "Monitoring and Reporting Mechanism on grave violations committed against children in situations of armed conflict "(MRM). This will include participation as an active member in various team projects focusing on:



- Support the office in monitoring and reporting activities to the General Assembly, the Security Council and human rights bodies.
- Draft talking points, briefing notes and preparation of background documents.
- Liaise with United Nations entities, Member States and experts outside the United Nations system, and with NGOs on relevant developments related to the mandate on children and armed conflict, as appropriate.
- Support relevant thematic research and analysis on the agenda of the children and armed conflict and support the work of the teams.
- Assist the Special Representative in working with the United Nations system, Member States and other entities to implement the mandate on children and armed conflict.
- Represent the Special Representative at conferences, seminars and academic forums relevant to the work of the Office, as needed.
- Accompany the Special Representative to meetings with United Nations officials, representatives of Member States, regional organizations, civil society organizations and academic institutions and prepare notes of such meetings, as appropriate.
- Other tasks, as needed.

IV. Qualifications and Experience

Education:

Advanced university degree 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 development, humanitarian and/or child protection work with governments, international organizations, NGOs or research institutes. Field experience with the UN or other intergovernmental or non-governmental organizations is an advantage. Experience in a conflict or post-conflict situation is an advantage.

Languages:

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

Other skills:

Proficiency in word processing, spreadsheet and presentation software (MS Word, MS Excel, MS PowerPoint).

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

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:

- Become acquainted with the main issues related to the agenda on children and armed conflict, the situation of certain countries concerned and the role of the different partners.
- Have a better understanding of the Organization and functions of its peace and security organs, United Nations humanitarian and development agencies, and other NGOs and civil society organizations concerned with conflict and protection of children.
- Participate in and report on meetings and collaborative projects with a wide range of organizations.

VI. Background Information

Following the publication of Graça Machel's 1996 report "The Impact of Armed Conflict on Children", the Secretary-General created the position of Special Representative for Children and Armed Conflict as the main advocate for the protection of children, their rights and their well-being. The mission of the Special Representative is to "promote and protect the rights of all children affected by armed conflict."

- The Special Representative serves as a moral voice and an independent advocate for the protection and well-being of children affected by armed conflict.
- The Special Representative and her office build awareness and give prominence to the rights and protection of children affected by armed conflict.
- The Special Representative works with partners to propose ideas and approaches to enhance the protection of children affected by armed conflict and to promote a more concerted protection response.
- The Special Representative is a facilitator, undertaking humanitarian and diplomatic initiatives to facilitate the work of operational actors on the ground with regard to children affected by Armed Conflict. The work of the Office of the Special Representative of the Secretary-General for Children and Armed Conflict is guided by the Strategic Framework of the Office. The Office works closely with UN partners, NGO's and Member States including with bodies such as the General Assembly, Human Rights Council and the Security Council.