

United Nations JPO Programme



TERMS OF REFERENCE

JPO (Associate Expert)

I. General Information

JPO in Political Affairs

Sector of Assignment:
Political Affairs

Organization/Office:
United Nations Assistance Mission for Iraq (UNAMI)

United Nations / Department of Political Affairs (DPA), Middle East and West Asia Division (MEWAD), Iraq Team

Duty Station:

Year 1: (Baghdad) [Non-Family Duty Station: Yes]

Year 2: (New York, United States of America) Non-Family Duty Station: No]

Duration:
UNAMI - 1 year
DPA MEWAD, Iraq Team (with possible extension for another year)

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

II. Supervision

UNAMI

Direct Supervision by:
Senior Political Affairs Officer

DPA MEWAD, Iraq

Direct Supervision by:
Senior Political Affairs Officer

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 the JPO's performance.

III. Duties, Responsibilities and Output Expectations

UNAMI:

- 1) Analyze information contained in communications and publications received from different sources, including the press;
- 2) Maintain up-to-date knowledge of events relating to political issues in a specified area or subject matter;
- 3) Assist the Senior Political Affairs Officer with preparations for official meetings and other events, including briefing notes, background papers and talking points;
- 4) Draft summaries, correspondence, notes, memoranda, sections of reports and other correspondence;
- 5) Prepare responses to queries on behalf of the Senior Political Affairs Officer, edit and ensure the quality of outgoing documents submitted for the Senior Political Affairs Officer for review and approval;
- 6) Assist with the preparation of talking points, weekly updates, briefing documents and inputs to the Office of the Special Representative of the Secretary General; Monitor political, socio-economic, and other politically relevant developments in an assigned area;
- 7) Assist the Senior Political Affairs Officer in monitoring operational developments in the assigned area(s), reviewing available information in a variety of written materials. Including situation reports, cables, correspondence, and media,
- 8) Respond to requests for information (verbal and written) from a range of sources with respect to operational issues;
- 9) Create databases that track project progress and provide updated information on the functioning of the Office, bring problems and issues to the attention of the Senior Political Affairs Officer and assist in formulating options and solutions to address them; Perform other related duties as required.

DPA MEWAD, Iraq Team

- 1) Provide substantive and administrative support to the United Nations Assistance Mission for Iraq (UNAMI)
- 2) Monitor and analyze political, security, humanitarian and economic developments in Iraq as well as in the Middle East as they pertain or could become relevant to UNHQ and UNAMI;
- 3) Initiate, facilitate and lead DPA XB projects in support of UNAMI's mandate, including on national reconciliation, women, peace and security, youth, religious leaders and SCR1325;
- 4) Organize and support UNAMI senior leadership's visits to Headquarters as well as other key personnel; and
- 5) Undertake field missions as necessary.
- 6) Prepare or contribute to written/oral briefings for the Secretary-General and senior UN officials, coordinating various inputs with other UN offices and UNAMI, as necessary;
- 7) Coordinate, including the provision of substantive inputs, to reports of the Secretary-General to the Security Council, General Assembly and other bodies, coordinating inputs from concerned offices, departments, agencies, funds and programmes, as necessary;
- 8) Draft analytical notes, background papers, briefing notes, updates, talking points, speeches, letters and written communications, and other correspondence for senior UN officials, including the SRSG; and ensure gender is mainstreamed throughout the documents and materials.
- 9) Establish and maintain effective partnerships and collaboration to advance UN strategic objectives on Iraq

IV. Qualifications and Experience

Education:

Advanced university degree in political science, international affairs, or other relevant discipline.

Work experience:

A minimum of two years of progressively responsible experience in political science, international relations, law, disarmament, security, conflict resolution or related area. Demonstrated knowledge of the Middle East region is desirable.

Languages:

Fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

Other skills:

Computer skills, including Microsoft Word, Excel, and PPT.

UN competencies:

Communication

Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from other 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.

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.

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 product or services to client.

V. Learning Elements

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

- Prepare briefing material and analytical products pertaining to Iraq for the Secretary-General and DPA senior leadership
- Submit in a timely and accurate manner reports of the Secretary-General on the situation in Iraq and the activities of UNAMI, as well as on the issues of missing Kuwaiti and third country nationals and missing Kuwaiti property, including the national archives, in close coordination with UNAMI and relevant HQ entities;
- Coordinate, including the provision of substantive inputs, to reports of the Secretary-General to the Security Council, General Assembly and other bodies, coordinating inputs from concerned offices, departments, agencies, funds and programmes, as necessary;
- Assess project proposals
- Draft project budgets according to UN standards
- Keep Member States fully informed of developments related to UNAMI and Iraq and UN political initiatives
- Actively participate in UNHQ working groups, integrated task forces, and other relevant fora;
- Support high-level visits to the field and to UNHQ.
- Mainstream gender throughout his/her work.

VI. Background Information

The Middle East and West Asia Division (MEWAD) has responsibility for 21 countries in the Middle East, the Gulf, Central Asia, Afghanistan and Pakistan. MEWAD also covers, and is responsible for developing formal and informal closer cooperation with, several regional organizations, including the League of Arab States (LAS), the Gulf Cooperation Council (GCC), the Organization of Islamic Cooperation (OIC) and the Shanghai Cooperation Organization (SCO). In addition, MEWAD provides substantive guidance and backstopping to eight Special Political Missions and Envoys: OSE-Syria; OSGSA-Yemen; UNAMA; UNAMI; UNSCO; UNSCOL; UNRCCA and the Office of the Special Envoy for the implementation of Security Council resolution 1559 (2004).

Division representatives regularly participate in the Gender Focal Points group and liaise as needed with DPA's Gender Focal Point on relevant issues.

Composition of Iraq Team:

6 Team Members; headed by a P-5 and comprising of a P-4 and two P-3, a Junior Professional Officer and an Administrative Assistant (General Service).