

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO) 20P165

I. General Information

Title:

JPO in Programme Management

Sector of Assignment:

Peacebuilding Support

Organization/Office:

United Nations/ Department of Political and Peacebuilding Affairs (DPPA)/ Peacebuilding Support Office (PBSO)/
Financing for Peacebuilding Branch (FPB)

Duty Station:

New York, United States of America

Duration:

1 year (with possible extension for another year)

II. Supervision

Title of Supervisor:

Chief of the Financing for Peacebuilding Branch

Content and methodology of supervision:

Weekly meetings with supervisor and annual performance evaluation

III. Duties, Responsibilities and Output Expectations

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

- serve as the Gender and Youth focal point with specific tasks for tracking and reporting on financing for women and youth in peacebuilding, the gender marker and gender aspects of peacebuilding, as well as youth-inclusive peacebuilding;
- support country-level implementation of approved PBF programmes/projects; compile and analyze data and information on countries under PBF funding consideration and Sustaining Peace;
- liaise with country-level technical teams and recipient UN organizations on project performance progress and activities;
- as required, support PBF countries on project design, implementation and reporting; support the development of PBF suite of tools and instruments;
- assist in preparing briefing materials and reports for the Assistant Secretary-General and other senior officials;
- support PBF monitoring and evaluation exercises; conduct research and prepare analytical materials on PBF peacebuilding efforts;
- keep abreast of latest trends and development in the area of financing for peacebuilding; support information dissemination and outreach activities for the Fund; and perform other related duties as required

IV. Qualifications and Experience

Education:

Advanced University Degree (Master's Degree or equivalent), preferably in peace and conflict studies, political science, international relations, social sciences or related fields. A first level university degree with a relevant combination of academic qualifications and experience in political science, international relations or related area may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of 2 years of relevant working experience, at national or international level. Internships can be counted at 50% if they were full time and are regarded as relevant professional experience (remuneration is not the determining factor). Ideally at least 1 year of experience in project/programme and fund management, peace and peacebuilding analysis and identifying intervention strategies, international negotiations or strategic planning at the international level, as well as relevant experience in peacebuilding related work within the UN Secretariat.

Languages:

English and French are the working languages of the United Nations. For this post, fluency in spoken and written English is required. Spoken French fluency is desirable.

Other skills:

Knowledge of policies and practices of UN organizations, development cooperation and aid management. Knowledge of gender and youth issues and strategies will be an advantage.

UN competencies:

Professionalism: Sound programme/project and fund management skills and capabilities; ability to identify peacebuilding challenges, i.e., political, ethnic, racial, social, economic, etc., causing unrest or instability in a country or geographic area; good analytical, research and negotiating skills.

Communication: Good oral skills and proven drafting ability; ability to develop contacts and foster collaboration with other organizations in order to acquire timely information on current initiatives and activities pertinent to assigned area.

Planning and organizational skills: ability to manage and plan own work and meet deadlines.

Technology awareness – Good computer skills, including proficiency in word processing, spreadsheets and presentation software, e.g., powerpoint

Teamwork - Good interpersonal skills; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity; ability to build trust and ability to work in a multi-ethnic environment with sensitivity and respect for diversity.

V. Learning Elements

After the assignment, the JPO will be able to:

- Write briefing notes and reports on peacebuilding projects progress.
- Assess and support PBF structures in eligible countries
- Assess peacebuilding priority plans and project proposals.
- Help guide the formulation of project documents to address peacebuilding priorities in a country.
- To monitor progress in implementing projects in support of peacebuilding and to formulate remedial action.
- Assess and help track and report on the gender and youth dimensions of peacebuilding
- Research on peacebuilding, particularly gender-responsive and youth-inclusive peacebuilding

VI. Background Information

The Peacebuilding Support Office (PBSO) was established in 2006 to assist and support the Peacebuilding Commission, administer the Peacebuilding Fund and serve the Secretary-General in coordinating the UN in its peacebuilding efforts. The PBSO has three branches: the Peacebuilding Commission Branch, the Financing for Peacebuilding Branch and the Policy, Planning and Application Branch. The main functions of PBSO are to:

- support the Peacebuilding Commission by providing strategic advice and policy guidance;
- administer the Peacebuilding Fund and help raise funds for it;
- foster a coherent, coordinated approach to peacebuilding throughout the UN family; and
- disseminate lessons learned and good practices on peacebuilding in the UN and beyond.

Annexes:

Annex 1: Peacebuilding Fund general outline

Annex 1:

Peacebuilding Fund Overview

1. The United Nations Peacebuilding Fund (PBF) is a global multi-donor trust fund, launched 11 October 2006 by the Secretary-General upon request of the General Assembly (resolution A/60/287). It is an integral part of the UN peacebuilding architecture comprising three pillars - the Peacebuilding Commission (PBC), the Peacebuilding Fund (PBF) and the Peacebuilding Support Office (PBSO). The pillars are strategically linked yet functionally different, as they address distinct political, programmatic and financial gaps in the UN assistance in post-conflict situations.
2. The Fund responds rapidly to support national Governments in transition moments after the signing-off of peace agreement or an agreed resolution to a political crisis, and provides longer-term support to stay the course to consolidate peace. The PBF links to broader engagement of peacekeeping missions; political missions; UN Country Teams, with specific requests for funding support jointly submitted by a senior Government official and the most senior UN official in the country. The Fund aims to establish a critical bridge between conflict and recovery at a time when other funding mechanisms may not yet be available and to foster a more sustained engagement of development agencies and bilateral donors with countries emerging from conflict.
3. It supports catalytic, short-term, gap-filling projects in four peacebuilding priority areas:
 - Implementation of peace agreements and facilitation of political dialogue;
 - National efforts to build and strengthen capacities which promote good governance, peaceful coexistence and national reconciliation;
 - Early economic recovery and youth employment generation; and
 - (Re-) building of essential government services and related technical capacities.
4. The PBF operates through two different but complementary funding facilities which supports i) Peacebuilding Commission (PBC) agenda countries (e.g. Burundi, Sierra Leone Guinea Bissau, Central African Republic, Liberia and Guinea), ii) those not on the agenda of the PBC that are determined by the Secretary-General as in exceptional circumstances and on the verge of lapsing or relapsing into conflict (e.g. Nepal, Cote d'Ivoire, Comoros, Chad, DRC, Guatemala, Haiti, Libya, Yemen, Timor Leste, Sri Lanka,).
5. The Fund combines the scope of a global fund with a country-specific focus and knows a two-tier decision-making process. At the global level, the UN Secretary-General determines the eligibility of countries and the allocation of funds. At the country level, the Joint Steering Committee sets peacebuilding priorities, promotes national analysis and capacity and UN coherence and approves and supervises PBF implementation in-country. The JSC is co-chaired by the Government and the ranking UN representative of the Secretary-General in the country and comprises representatives from the Government, UN Country Team, and Civil Society Organizations.
6. PBSO is the entity in the UN Secretariat responsible for the management of the Peacebuilding Fund. In this regard, the PBSO provides overall direction and guidance on policy and programme management, and monitors and reports on its operations. UNDP Multi-Partner Trust Fund Office (MPTF-Office) has been designated by the Secretary-General as the Administrative Agent of the Fund. Strategic advice and oversight is provided by an independent Advisory Group appointed by the Secretary-General.