

## United Nations JPO Programme



### TERMS OF REFERENCE 20P239

#### Junior Professional Officer (JPO)

##### I. General Information

---

Title:

JPO in Political Affairs

Sector of Assignment :

Disarmament Affairs

Organization/Office:

United Nations / United Nations Office for Disarmament Affairs / Geneva Branch

Duty Station:

Geneva, Switzerland

[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

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

---

This position with considerable responsibilities and various learning opportunities provides ample exposure to United Nations action and policy in the field of disarmament, and in particular to the substantive work of Geneva-based disarmament bodies and conventions (namely the Biological Weapons Convention (BWC), the Conference on



Disarmament (CD), the Anti-Personnel Mine Ban Convention (APLC), the Convention on Cluster Munitions (CCM) and the Convention on Certain Conventional Weapons (CCW) and the disarmament projects and activities supported by the United Nations in Geneva. A special focus will be on the CCW-related meetings and processes, including the upcoming Review Conference. The position will thus increase the JPO's awareness and understanding of the whole gamut of multilateral disarmament – the conventional as well as the weapons of mass destruction spheres; build and strengthen the capacity to substantively support multilateral disarmament processes, forge partnerships with a diverse array of disarmament stakeholders (member states, UN agencies, civil society organizations, national institutions, etc.), as well as familiarize with the operationalization of major UN policies and strategies on cross-cutting issues (gender parity, youth, disarmament education, etc.) as they relate to disarmament, arms control and non-proliferation.

Within delegated authority, the JPO will:

- Provide substantive support to Implementation Support Units (ISUs), Secretariats within the Branch, and officeholders and Chairs, especially with due regard to upcoming Review Conferences.
- Follow the debates in the framework of the Conventions serviced by the Branch, keeping abreast of and conducting research on substantive, current and emerging political developments and initiatives, including by analyzing information from different sources.
- Support the preparation, implementation and reporting requirements related to activities undertaken as part of specific projects and activities in support of Geneva-based conventions.
- Assist in supporting the initiatives of Member States to promote, strengthen and consolidate multilaterally negotiated principles and agreements or to create new multilateral norms.
- Assist in discharging the UN Secretary-General's responsibilities under the Conventions serviced by Branch, such as in relation to universalization efforts.
- Assist in planning and organizing meetings of Conventions serviced by the Branch, including taking care of all relevant aspects of conference management/virtual/hybrid formats), preparing official documentation, and producing substantive reports on said meetings.
- Provide substantive, procedural and logistical support to officeholders of BWC and CCW meetings as requested. Draft official and internal correspondence, briefing notes, background papers, presentations, talking points for UN senior officials. Perform other duties specifically related to supporting the preparation and conduct of Review Conferences.
- Contribute to maintaining and developing content for relevant UNODA website pages, social media presence, databases on national reports, as well as other outreach and informational products and initiatives.

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

---

Education:

Advanced university degree in public administration, political science, international relations, law, development, or other related area.

Work experience:

A minimum of 2 years of relevant work experience in political sciences, international relations, public administration, international law, development or related field. Experience in managing or coordinating events, in drafting official correspondence and reports, and/or political/legal research and analysis would be desirable.

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 any other official UN language is an advantage.

Other skills:

Good to advanced knowledge of relevant computer applications such as Word, Excel and PowerPoint. Good to advanced knowledge of the use of social media. Good to advanced knowledge of virtual/hybrid meeting platforms is an asset (Microsoft Teams, WebEx, Zoom, etc.)

**UN competencies:**



**PROFESSIONALISM:** Knowledge of disarmament, non-proliferation and international security issues. Ability to compile a variety of written communication products in a clear, concise style. 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.

**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:

- Acquire an in-depth understanding of the workings of the United Nations and substantive knowledge of the work of the Organization in the field of disarmament.
- Develop political understanding of the complex issues related to disarmament, non-proliferation and arms control and acquire in-depth knowledge of the relevant existing instruments as well as the political and legal norms governing such instruments.
- Monitor and report on developments related to disarmament, non-proliferation and arms control issues, by preparing substantive and background materials for meetings, write assessment reports on various issues, etc.
- Develop the necessary substantive, secretariat, organizational and administrative support skills to assist the organization of meetings under the purview of the Branch.
- Work effectively in an inter-agency context and in a diverse working environment.

## **VI. Background Information**

---

The Conference on Disarmament Secretariat and Conference Support Branch, located in Geneva, is headed by a Director, who also serves concurrently as the Deputy Secretary-General of the Conference on Disarmament.

The core functions of the Conference on Disarmament Secretariat and Conference Support Branch are as follows:

- Providing substantive, secretariat, organizational and administrative support to the Conference on Disarmament and its subsidiary bodies, as well as to the Implementation Support Units of the Biological Weapons Convention and the Convention on Certain Conventional Weapons, and other treaties such as the Anti-Personnel Landmine Convention and the Convention on Cluster Munitions for which the Branch provides secretarial support;
- Preparing periodic political assessments on issues under negotiation, and other relevant developments;
- Facilitating full implementation and universalization of multilateral arms control and disarmament agreements through receiving and compiling reports submitted pursuant to such agreements, and organizing outreach activities;
- Providing substantive, secretariat, organizational and administrative support to review conferences and other meetings of States parties to multilateral arms control, disarmament and non-proliferation agreements and to treaty-making conferences, expert groups and other disarmament meetings under the responsibility of the Branch.