

United Nations JPO Programme



Code#: 20P286

Submitted by: _____

Name:

Title:

Duty Station:

Agency/Unit:

Email:

I have no objections to share my contact information with the candidate/donor I agree ☐ I disagree ☐

Signature: _____ **Date** _____

Mandatory for field positions: please indicate an HR focal point/ administrative contact person in the field duty station

Name:

Title:

Email:

Approved by (If different from above): _____

Name:

Title:

Duty Station:

Agency/Unit:

Email:

Signature: _____ **Date** _____

** Donor countries expect receiving offices to provide supervision and office space for JPOs.
In order to host a JPO, receiving offices will need to liaise with their own Executive Office in connection with the provision of office space including Computer, Telephone and UN Email address.*



SUSTAINABLE DEVELOPMENT GOALS
17 GOALS TO TRANSFORM OUR WORLD

United Nations JPO Programme



TERMS OF REFERENCE 20P286

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Public Information

Sector of Assignment:

Communications

Organization/Office:

United Nations / Department of Global Communications / Strategic Communications Division / Communications Campaigns Service / Development Section

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

Direct Supervision by:

Ms. Francayne Harrigan

Title of Supervisor:

Chief of Development Section / Communications Campaigns Service

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

Under the direct supervision of the Chief, Development Section and the overall guidance of the Chief, Campaigns Service the incumbent will support the DGC campaigns team at UNHQ working across DGC teams at UNHQ and the field and with UN system partners on DGC's major 2021 communications campaigns. Specifically, s/he will carry out the following tasks:

- Build out sub-strategies for French-speaking audiences on campaigns such as climate action, ActNow, the SDGs / Decade of Action, Oceans, Service and Sacrifice, and Silencing the Guns, among others, in close collaboration with relevant UN information centres;
- Identify and engage influencers and social influencers, with a particular focus on francophone audiences, to amplify campaigns;
- Identify and engage French-language media to for targeted outreach and in support of the SDG Media Compact;
- Liaise with the French-language UN social, web and news teams on content creation and promotion;
- Assist the UN social media team in roll-out of campaigns to francophone audiences; schedule and post content, adapt multimedia assets etc.
- Liaise with Africa Section to help build networks with French-language decisionmakers and policymakers, think tanks, influencers and creative communities for francophone Africa-specific content syndication and amplification.
- Assist with other campaigns-related tasks as requested

IV. Qualifications and Experience

Education:

An advanced university degree in communication, journalism, international relations, public administration or related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of two (2) years' experience in public information, communication, journalism, international relations or related area. Experience at the international level is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and French is required. Knowledge of another UN official language is desirable.

Other skills:

- Strong editing and writing skills
- Familiarity with diverse social media platforms
- Familiarity with commonly used social media management dashboards and standard multimedia production and editing tools are an important asset
- Experience in Microsoft 360 and proficiency in using standard office software including MS Office, Adobe Creative Cloud, Google Docs.

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

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 be able to:

- Develop and implement communications campaigns strategies on a variety of issues;
- Develop strategic partnerships within multiple sectors and maintain effective networks;
- Strong knowledge of the UN system and multilateral collaboration, with exposure to senior UN officials and across multiple offices within the Organization;
- Expertise on peace and security; human rights and sustainable development issues on the international agenda.

VI. Background Information

This position is located in the Development Section of the Communications Campaigns Service, of the Strategic Communications Division, Department of Global Communications. The Strategic Communications Division (SCD) formulates communications strategies on priority issues and carries out communications campaigns to support the substantive goals of the Organization. The Service is comprised of four sections: Development; Peace and Security; Palestine, Decolonization and Human rights; and Africa; it also includes the UN social media section as key platforms for campaign outreach.

The incumbent will be working across all campaigns on a variety of topics, and in collaboration with all four sections located in the Service. The incumbent reports to the Chief of Development Section under the overall guidance of the Chief of Communications Campaigns Service.

-The Development Section promotes the UN's work in the areas of economic and social development and the environment. Main areas of work include the Sustainable Development Goals, climate change, health, gender equality issues and ending violence against women, environmental issues (forests, water, biodiversity, oceans, desertification), least developed countries and sustainable development. The section also promotes the work of the Economic and Social Council, major economic and social reports, information and communication technologies for development, and issues around aging, youth and persons with disabilities.

-The Peace and Security Section designs and manages the implementation of global communications strategies to publicize UN work on priority peace and security issues, including peacekeeping, conflict prevention and peacemaking, peacebuilding, disarmament, counter-terrorism; trans-national organized crime and drug trafficking.

-The Palestine, Decolonization and Human Rights Section promotes the UN's broad agenda on human rights, the rule of law, decolonization and indigenous peoples. It raises awareness around UN observances on issues such as the dignity of victims of genocide, and the elimination of racial discrimination, and mobilize partners in celebrating Nelson Mandela International Day. It partners with Member States and NGOs to mark the International Day of Reflection on the 1994 Genocide against the Tutsi in Rwanda and educate present and future generations on its lessons to help prevent similar acts in the future.

-The Africa Section promotes highlights initiatives by Africa, the UN and the international community to promote the continent's development. The section produces as its flagship product the Africa Renewal magazine in English and French, an authoritative quarterly distributed to over thousands of subscribers around the world. It also publishes a Chinese and Kiswahili online version and maintains an online presence, including a website, social media platforms, a magazine app and online newsletter providing African news and analysis.

-The Social Media Section works in 9 languages to promote the United and its work across peace and security; human rights and sustainable development.

The incumbent will be a core part across all sections' teams and will play a strong role in creating and implementing strategies for French speaking audiences.