

## United Nations JPO Programme



### TERMS OF REFERENCE 20P346

#### Junior Professional Officer (JPO)

##### I. General Information

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Title:

JPO in Political Affairs / Disarmament Affairs

Sector of Assignment:

Political Affairs

Organization/Office:

United Nations / United Nations Office for Disarmament Affairs (UNODA) / Conventional Arms Branch (CAB)

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

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Title of Supervisor:

Political Affairs Officer/Project Officer, UNODA/NY Branch

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.

The JPO will also benefit from regular coaching and induction on specific technical and substantive aspects relating to the field of work.

##### III. Duties, Responsibilities and Output Expectations

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Under the supervision of the Senior Political Affairs Officer, the JPO as required will:

- Provide substantive support to the preparation and implementation of the activities undertaken as part of the implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and



Light Weapons in All Its Aspects (PoA) and other relevant conventional arms frameworks and instruments, including at the regional and sub-regional levels.

- Support in the planning, preparation and conduct of workshops, seminars and other activities as well as regional and in-country assistance activities in relation with small arms and light weapons issues and weapons and ammunition management in cooperation with the Regional Disarmament and Information and Outreach Branch (RDIOB) of UNODA.
- Assist in the preparation of reports of the Secretary-General and other documents and publications.
- Help organize side events; prepare briefings, notes, talking points, and web content.
- Maintain an up-to-date knowledge of events relating to disarmament issues, in general, and in particular as they affect developments pertaining to and the illicit trafficking in small arms and light weapons.
- Participate in the provision of secretariat services to conferences, meetings and/or special missions, as needed.
- Maintain contacts with other sectors of the UN, other regional/international organisations and Member States in connection with issues related/relevant to the implementation of the EU Council Decision.
- Perform other related duties as required.

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

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Education:

Advanced university degree (Master's degree or equivalent) in political science, international relations, international economics, law, public administration or other related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of 2 years of relevant work experience in political sciences, international relations, law, multilateral disarmament and non-proliferation, security or related area is required. Experience in implementation support and project management in an international organization context is desirable. Good knowledge of small arms and light weapons related issues and/or weapons and ammunition management is an asset.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required and working knowledge of French is highly desirable. Knowledge of another UN official language is an advantage.

Other skills:

Advanced knowledge of the use of social media and the development of websites. Knowledge of computer applications such as Word, Excel, Access and Power Point.

#### **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**

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

- Ability to understand in depth the workings of the United Nations, substantive knowledge of the work of the Organization in the field of disarmament, in particular in the area of small arms and light weapons.
  - Ability to understand the complex political and security implications of disarmament and conventional weapons related issues, as well as intergovernmental processes such as the PoA.
  - Ability to undertake substantive and logistical preparations for international events, workshops and conferences, as well as their outcome narrative and assessment reports.
- Draft narrative and budgetary progress reports on the implementation of multi-activity projects.
- Carry out political analyses and assessments;
  - Formulate policy advice;
  - Service multilateral meetings;
  - Write notes to management;
  - Draft reports;
  - Work effectively in an inter-agency context;
  - Manage, implement and monitor projects.

### **VI. Background Information**

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The JPO will support the work of CAB of UNODA, with particular focus on matters related to the illicit trafficking of small arms and light weapons, including (sub-)regional aspects and weapons and ammunition management. The JPO will provide substantial support to the preparation and implementation of activities undertaken in support of the framework of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects (PoA) and other relevant international frameworks and instruments.

The illicit trafficking of small arms and light weapons raises a large number of challenges, including the exacerbation of armed violence and the fueling of terrorism and organized crime. Diversion of these weapons undermines security and the rule of law and is often a factor behind the forced displacement of civilians and massive human rights violations.

The Branch covers all aspects of conventional disarmament and arms control, including small arms and light weapons, ammunition management, transparency in armaments and military confidence-building. CAB supports the implementation of various conventional arms control instruments, such as the Programme of Action to Combat, Prevent and Eradicate the Illicit Trade in Small Arms and Light Weapons, in All Its Aspects and the Instrument to Enable States Identify and Trace, in A Timely Manner, Illicit Small Arms and Light Weapons. The Branch supports the operation of the UN Register of Conventional Arms and the UN Report on Military Expenditures; manages the UN SaferGuard (which oversees the dissemination of the International Ammunition Technical Guidelines (IATG)); leads in the development and dissemination of the Modular Small-arms-control Implementation Compendium (MOSAIC); chairs the United Nations coordinating Action on Small Arms (CASA), which serves as an inter-agency forum for partnership in issues related to small arms control; manages the United Nations Trust Facility Supporting Arms Regulation (UNSCAR); and oversees projects implemented under the “Saving Lives Entity” (SALIENT) funding window of the United Nations Peacebuilding Fund in partnership with the UN Development Programme.