

United Nations JPO Programme



TERMS OF REFERENCE 21P057

Junior Professional Officer (JPO)

I. General Information

Title:
JPO in Coordination

Sector of Assignment:
Coordination

Organization/Office:
United Nations / Departments of Political and Peacebuilding Affairs/ United Nations Support Mission to Libya /
Office of the Chief of Staff

Duty Station:
Tripoli, Libya

[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:
Chief of Staff

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

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



- Keeps abreast of latest trends and developments in the area of assignment and provides inputs when required;
- Drafts meeting notes, briefing notes, code cables, background papers, talking points, and reports or provides inputs to reports, as needed; conducts follow up as required;
- Reviews and revises documents as required;
- Contributes to handling policy and accountability processes overseen by the Chief of Staff (COS), including requesting, reviewing and compiling inputs to Mission documents;
- As directed, maintains contacts with the UN country team, other international organizations and other interlocutors on coordination and policy matters;
- Supports the COS or other senior officials in setting up events (conference, seminar);
- Support the work of the O/COS and performs other related duties as required.

Work implies frequent interaction with the following:

COS, Offices of the Special Envoy & Head of Mission, the Mission Coordinator, and the Resident & Humanitarian Coordinator. UNSMIL working-level staff members, consultants, staff of specialized agencies, representatives of non-governmental organisations, regional intergovernmental organisations, etc.

Results Expected:

- Timely, accurate, concise summaries, notes, or reports as well as compilation and organization of information and/or inputs to documents from various mission components.
- Support to achieving effective coordination and efficient integration with UNSMIL Substantive Sections, Mission Support or UNCT.
- Contribution to strengthened working relationships and identify new areas of coordination and collaboration with the UNCT.

IV. Qualifications and Experience

Education:

Advanced university degree (Master’s degree or equivalent) in political science, international relations, management, law, business or public administration, or other related area. 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 international relations, coordination, conflict resolution, development management, law, disarmament, security, or related area.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required; knowledge of Arabic would be an asset.

UN competencies:

PROFESSIONALISM: Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. Ability to develop sources for data collection. 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

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

ACCOUNTABILITY: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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 products or services to client

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:

- Gained a comprehensive understanding of the work of a Special Political Mission and the critical areas of the Mission’s engagement in a complex environment.
- Gained a hands-on understanding of the policies, management mechanisms and accountability structures in a Special Political Mission.
- Drafted a variety of documents as well as gathered information and compiled it for reports

VI. Background Information

The Chief of Staff (CoS) is responsible for ensuring the integrated and coherent functioning of the mission across all areas, components and locations. To that effect the CoS oversees the core mechanisms and processes that enable the integrated delivery of the mission’s mandate in particular strategic and operational planning, policy coordination, senior-level decision-making and information management.

The position is based in Tripoli, a non-family duty station, with an R&R cycle of four weeks.