

United Nations JPO Programme



TERMS OF REFERENCE 21P058

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Disarmament

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):

Disarmament

Organization/Office:

United Nations / The United Nations Institute for Disarmament Research (UNIDIR) / Office of the Director

Duty Station:

Geneva, Switzerland

[Non-Family Duty Station: 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:

Director

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:

1. Provide Management Support

- Coordinate presentations, briefing notes and talking points for the Director's meetings;
- Draft communications for the Director, including responses to invitations;
- Monitor the implementation of the Director's decisions and taskings;
- Facilitate coordination with other parts of the UN system, as well as with other partners, on relevant issues;



- Assist in the drafting of reports, as required; and
 - Act as a note-taker in substantive meetings.
2. Support UNIDIR-wide resource mobilization and coordination
 - Support in the development and implementation of UNIDIR's resource mobilization strategy;
 - Assist in the organization of UNIDIR-wide meetings, including the Board of Trustees, Executive Briefings and Donor Fora.
 - Coordinate UNIDIR's effective participation in the annual First Committee;
 - Coordinate UNIDIR's attendance in the Conference on Disarmament;
 - Serve as the Secretariat for UNIDIR research meetings, including preparation of the agenda, taking minutes, and monitoring implementation of decisions and actions; and
 - Serve as the Secretariat for UNIDIR Management Team meetings, including preparation of the agenda, taking minutes, and monitoring implementation of decisions and actions.
 3. Undertake UNIDIR-wide Special Projects
 - Support strategic and change management initiatives;
 - Serve as UNIDIR's training focal point, including the development and implementation of a training policy for UNIDIR personnel; and
 - Undertake other special projects as required.
 4. Performs other duties as required.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in political science, international relations, public administration, international law, management studies, international security, disarmament, nonproliferation studies, or a 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 two years of experience in disarmament, arms control, international peace and security or a related field is required.
- Experience in project management and coordination, including providing assistance to implementing project activities; monitoring impact, milestones and timelines; arranging training courses, meetings, workshops and/or conferences is required.
- Experience in the area of resource mobilization is required.
- Experience in providing executive-level management support, for example in the role of Special Assistant, is desirable.
- Experience in interacting with high level officials and intergovernmental bodies working with complex and sensitive issues is desirable.
- Experience in supporting the development of research and/or policy on international security, arms control and/or disarmament issues is desirable.

Languages:

Fluency in English is required. Knowledge of another UN official language is an advantage.

Other skills:

Proficiency in computer skills and use of databases, including experience in MS Word, Excel and PowerPoint, as well as use of the Internet and electronic media applications.

UN competencies:

PROFESSIONALISM: Strong research skills, including ability to evaluate and synthesize information from a variety of sources while working effectively in a stressful environment. Is able to identify and contribute to the solution of problems/issues. Has knowledge of various research methodologies and sources, including electronic sources on the



internet, intranet and other databases. Good analytical, planning and organizational skills. 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 have/be able to ;

- Be knowledgeable about the key issues related to arms control, disarmament, country situations and the role of various partners, including United Nations Member States and multi-lateral organizations.
- Gain insight into the organization and functions of the disarmament machinery of the United Nations, as well as other NGO and civil society organizations concerned with disarmament.
- Participate in meetings and collaborative projects on the subject of disarmament and arms control with a wide range of agencies.
- Be familiar with the research 'value-chain', including the process of producing research and monitoring its impact.
- Learn about the core values of the UN regarding respect for diversity and will have an opportunity to work with people of diverse backgrounds and diverse points of view.

VI. Background Information

The United Nations Institute for Disarmament Research (UNIDIR) is an autonomous institution within the United Nations that conducts independent research on disarmament and related problems, particularly international security issues. The role of UNIDIR is to support Member States, the United Nations, and policy and research communities in identifying and promoting practical measures that contribute to a more sustainable and peaceful world. It carries out that role through four core services: promoting knowledge, generating ideas, facilitating dialogue and providing advice.

Operating since 1980, UNIDIR is an autonomous institution within the United Nations that conducts independent research on disarmament and related problems; particularly international security issues.

Our specialized focus on disarmament and arms control sets us apart from other think tanks. Our status within the United Nations system enables us to engage with and support Member State deliberations. Our role is to provide ideas and advice and to facilitate dialogue that can advance multilateral arms control and disarmament.

Each year, UNIDIR works in over fifty countries. For forty years, we have been committed to helping member States understand and address a complex international security environment. Our research agenda is consistently ahead of the curve on disarmament issues, for example: exploring emerging digital technologies, AI and increasing autonomy in weapon systems; developing tools to help experts apply gender perspectives to disarmament frameworks, and advocating for constructive cooperation in space through the development of international norms.



UNIDIR has five main areas of research;

- a. Weapons of Mass Destruction and Other Strategic Weapons programme works to support progress in nuclear disarmament and non-proliferation, addressing all aspects of the nuclear dilemma, from delivery vehicles and security policies to the benefits and risks of nuclear technology. They also contribute to policymakers' efforts to keep the world free of biological and chemical weapons. And, we are helping think through the implications of new strategic technologies—from missiles to anti-satellite weapons and missile defense systems.
- b. Security and Technology programme seeks to build knowledge and awareness on the international security implications and risks of specific technological innovations and convenes stakeholders to explore ideas and develop new thinking on ways to address them.
- c. Conventional Arms programme works towards preventing the uncontrolled proliferation and misuse of conventional weapons. they want to identify and understand the risks and impacts of these weapons, help societies prevent armed violence, and to recover and rebuild from armed conflicts.
- d. Gender and Disarmament programme works to support the diplomatic community in bridging gender and disarmament frameworks. Through expert analyses and practical tools, they contribute to gender equality in disarmament fora and promote the effective integration of gender perspectives into arms control processes.
- e. Middle East Weapons of Mass Destruction Free Zone project, has four objectives: to fill an important research gap related to how the issue of the ME WMDFZ has evolved over time, including lessons for current and future prospects; to build analytic capacity to support new thinking on regional security issues and the zone, including drawing on lessons from the establishment of other regional nuclear free zones; to collect ideas and develop new proposals on how to move forward on this issue; and to foster inclusive dialogue among experts and policymakers on regional security issues and the zone, which in turn could contribute to ongoing multilateral processes.