United Nations JPO Programme

Code#: 22P258

Submitted by:

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

Signature:_____   **Date**_____

Approved by   **(If different from above):**

Name: Mr. Vladimir Voronkov

Title: Under-Secretary-General

Duty Station: New York

Agency/Unit: United Nations Office of Counter-Terrorism / United Nations Counter-Terrorism Centre (UNCCT)

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Signature:_____   **Date**_____

United Nations JPO Programme

JPO (Junior Professional Officer)
22P258

I. General Information

Title: JPO in Programme Management

Sector of Assignment:
Programme Management/Political Affairs/Counter-Terrorism/Cyber-Security

Organization/Office:
United Nations Office of Counter-Terrorism (UNOCT)
United Nations Counter-Terrorism Centre (UNCCT)
Pillar II Section
Cyber Unit

Duty Station:
New York, United States of America

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: Programme Management Officer (P-4), leader of the Cyber and New Technologies Unit within UNCCT's Pillar II Section (countering terrorism), under the overall supervision by the Chief of Section.

Content and methodology of supervision:
The JPO will be supervised on a day-to-day basis. An annual work plan will be agreed upon with the supervisor at the start of the assignment, and will be updated as needed. There will be a review and planning discussion with the supervisor on a regular basis. A staff performance review will be conducted every year in line with UN rules and regulations.

III. Duties, Responsibilities and Output Expectations

Under the supervision of the UNCCT Programme Management Officer, and through consultations with experts and practitioners from UNOCT and entities, the incumbent will be responsible for supporting capacity-building project management and programme development within UNCCT relating to counter-terrorism, cyber-security and new technologies:

- Assist in further developing UNCCT programmatic objectives and activities
- Assist programme management by supporting project preparation and conceptualization under the Global CT Programme on Cybersecurity and New Technologies, including drafting project documents; drafting budget estimates in order to foster implementation of Pillar II of the United Nations Global Counter-Terrorism Strategy and the UNCCT strategic priorities and objectives.

- Assist in delivery of capacity building assistance to requesting Member States under the Global CT Programme on Cybersecurity and New Technologies, including drafting background papers, co-ordinating engagement of other UN and non-UN entities and delivery of substantive content.
- Research, analyze and present information gathered from diverse sources on counter-terrorism, cyber-security, new technologies and the use of the Internet for terrorist purposes.
- Keep abreast of new developments of cyber-security and new technologies in countering terrorism
- Assist in monitoring and evaluation of programme and project objectives, outcomes and outputs, evaluating performance at project stage boundaries and reporting to the oversight boards of UNCCT projects, including other UN entities, beneficiaries, Donors and Advisory Board members in order to guarantee and improve, accountability, efficiency and transparency of UNCCT.
- Assist in preparing meetings, including the quarterly UNCCT Advisory Board meetings and briefings for Member States and Global Compact entities, speeches, and other presentations for Member States, Donors, UN leadership and committees, and other stakeholders. Required input for presentations includes both graphic and written information.
- Coordinate with relevant Units of UNOCT and support inter-agency coordination and coherence based on the mandate of UNOCT on identifying key objectives and priorities as well as the management of specific projects with regard to the UNCCT project portfolio. Support UNOCT Office in its efforts to improve the coherency of UN counter-terrorism action.
- Assist in drafting reports, researching relevant background documentation on counter-terrorism, cyber-security, the use of the internet for terrorist purposes, and related subjects.
- Prepare talking points and background notes related to the mandate of UNOCT and its UNCCT.
- Other tasks as appropriate.

IV. Qualifications and Experience

Education:
Advanced university degree in political science, international law, international relations or other relevant 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:
Minimum of 2 years of work experience in international affairs, and proven experience in drafting reports and summaries on counter-terrorism, cyber-security, or political matters, as well as in conducting research and providing timely input on policy questions. Good knowledge of United Nations and other counter-terrorism conventions, instruments and documents, in particular the UN Global Counter-Terrorism Strategy and its four pillars as well as international discussions on cyber-security and new technologies. Project management experience is an asset. Experience with cyber-security and the use of the internet as it relates to counter-terrorism efforts is an asset. Experience in facilitation of professional workshops/conferences is an asset. Familiarity with Prince2 project management methodology is an asset.

Languages:
English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Knowledge of another United Nations official language is desirable.

UN competencies:

Professionalism:	Accumulated professional competency in project management; Demonstrates professional competence and mastery of counter-terrorism, cyber-security, and the use of the internet for terrorist purposes, and capacity building; Shows pride in work and in achievements; 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.
Planning and 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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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

Upon completion of the assignment, the JPO will have:

- A good understanding of the mandate, programme and operations of the UN, UNOCT, counter-terrorism entities and their activities, counter-terrorism policy relating to cyber-security and new technologies as well as their inter-agency coordination in relation to the four Pillars of the Global Counter-Terrorism Strategy, including in particular Pillar II;
- An in-depth understanding of the work of the United Nations in the field of peace and security, with a focus on counter-terrorism capacity building assistance;
- Experience in providing analysis and advice to senior UN officials on counter-terrorism, cyber-security and new technologies;
- Experience in producing original research on issues of current geopolitical importance with regard to counter-terrorism, cyber-security and new technologies ;
- Experience in delivering counter-terrorism capacity building assistance in the field of cybersecurity and new technologies;
- Enhanced skills in programme development and project management;
- Enhanced skills in report writing and presentations;
- Enhanced skills in various subjects through UN trainings;
- A network of colleagues from the United Nations, Member States as well as academia and civil society on issues pertaining to counter-terrorism and peace and security in general;
- Experience in planning, time management and working effectively in a multi-cultural environment.

VI. Background Information

UNOCT was established by the General Assembly in June 2017. The Office has five main functions: (a) provide leadership on the General Assembly counter-terrorism mandates entrusted to me from across the United Nations system; (b) enhance coordination and coherence across the 38 Counter-Terrorism Implementation Task Force entities to ensure the balanced implementation of the four pillars of the Strategy; (c) strengthen the delivery of United Nations counter-terrorism capacity-building assistance to Member States; (d) improve visibility, advocacy and resource mobilization for United Nations counter-terrorism efforts; and (e) ensure that due priority is given to counter-terrorism across the United Nations system and that the important work on preventing violent extremism is firmly rooted in the Strategy.

UNCCT was established in September 2011 to promote international counter-terrorism cooperation and support Member States in the implementation of the United Nations Global Counter-Terrorism Strategy. The General Assembly has welcomed the establishment of UNCCT and encouraged Member States to collaborate with the Centre (A/RES/66/10).