

## United Nations JPO Programme



### TERMS OF REFERENCE

**23P009**

### Junior Professional Officer (JPO)

#### I. General Information

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**Title:**

JPO in Political Affairs

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

Political Affairs

**Organisation/Office:**

United Nations / Departments of Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO) / Eastern Africa Division / Office of the Special Envoy for the Horn of Africa (OSE-Horn of Africa)

**Duty Station:**

Addis Ababa, Ethiopia

[Non-Family Duty Station: yes / no X]

**Duration:**

One year (with possible extension for another year)

[Extension of the appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

#### II. Supervision

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**Title of Supervisor:**

Principal Political Affairs Officer

Content and methodology of supervision:

Establish a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with their direct supervisor to finalise an agreed-upon work plan. The JPO and their supervisor will discuss and agree on the final work plan.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

Under the overall supervision of the Special Envoy for the Horn of Africa, and the day-to-day supervision of the Principal Political Affairs Officer, the JPO monitors and assesses political developments in the Horn of Africa, defined for this purpose to comprise the eight members of the Inter-Governmental Authority on Development (IGAD). He /she will contribute to the work of the Office of the Special Envoy for the Horn of Africa (OSE-Horn of Africa) in providing early warning and developing policy options for conflict prevention/resolution and post-conflict peacebuilding. He/she will assist in preparing briefings, analytical notes, draft correspondence and minutes of



meetings; assist in drafting reports of the Secretary-General to the Security Council and the General Assembly on countries/political missions under the purview of the OSE-Horn of Africa. He/she will participate in fact-finding, preventive diplomacy and/or peacemaking missions, as appropriate. Supervision of the incumbent will be undertaken through continued discussion of assignments/projects and a review of results with suggestions for improvement by the Principal Political Affairs Officer.

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

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Under the guidance of the Principal Political Affairs Officer, the JPO will:

- Identify and analyze political developments in the Horn of Africa aimed at generating early warning and policy options for conflict prevention, conflict resolution and peace-building;
- Assist in preparing background material, briefings and analytical notes, talking points, code cables, confidential official communications and other correspondence for the Special Envoy;
- Provide sound recommendations and technical advice to address issues of concern and advance OSE-Horn of Africa priorities in the region, including the provision of a “good offices” function and strategic policy advice;
- Support the UN’s advocacy efforts to ensure that political processes are inclusive, transparent, and their results sustainable;
- Provide substantive and practical support to the OSE-Horn of Africa field presence. Participate in fact-finding, preventive diplomacy and/or other missions, as appropriate.
- Support coordination with mediation, elections and constitutional experts in the UN system to ensure timely advice to OSE-Horn of Africa;
- Perform any other duties as assigned by the Principal Political Affairs Officer or OSE-Horn of Africa Leadership.

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

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#### **Education:**

Advanced university degree (Masters or equivalent) in social sciences, political science, international relations, international economics, law, public administration, development studies or another related field. A first university degree with relevant academic qualifications and experience may be accepted in lieu of an advanced university degree.

#### **Work experience:**

A minimum of two years of relevant work experience in peace and security, political affairs, humanitarian affairs, or a related field is required. Experience in supporting the office of a senior official is an asset. Experience working in a post-conflict environment is desirable.

#### **Languages:**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Excellent drafting skills in English is required. A working knowledge of Arabic and French is desirable. Knowledge of any other official UN language is an advantage.

#### **UN competencies:**

**Professionalism** – Substantial and diverse experience in all facets of the job and working with a variety of stakeholders; Strong analytical and writing skills combined with good judgment; Proven ability to review and edit the work of others; Diplomacy and tact; Shows pride in work and 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**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 the client.

**Teamwork** - Ability to interact and establish and maintain effective working relationships with a team in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

### **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, or cultural and religious background, to apply.

## **V. Learning Elements**

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On completion of the assignment, the JPO will have an:

- Increased understanding of the United Nations system, the workings of a UN field mission and multilateral politics;
- Ability to monitor progress in implementing peace agreements and the political situation in conflict and post-conflict situations; identify and monitor threats to peace and security; protection of civilian populations; and an ability to analyse problems and formulate remedial action;
- Improved research, drafting and coordination skills and;
- Ability to identify issues and provide sound advice to senior officials.
- Improved research, drafting, and coordination skills;
- Increased understanding of multi-stakeholder processes and high-level engagement;
- Ability to assess the impact and implications of regional political and security developments;
- Improved ability to support substantively and practically high-level meetings, conferences and events;
- proposals;
- In-depth understanding of mediation, negotiation and conflict resolution efforts;

## **VI. Background Information**

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The Office of the Special Envoy for the Horn of Africa (OSE-Horn of Africa) was established in October 2018 through an exchange of letters between the Secretary-General and the President of the Security Council. The Office was initially established in July 2011 as the Office for the Special Envoy for Sudan and South Sudan, mandated to support the establishment and maintenance of good and peaceful neighbourly relations between Sudan and South Sudan through a good Offices role on behalf of the Secretary-General.

In October 2018, the mandate of the Office was expanded to cover the entire Horn of Africa region, comprising the eight IGAD members: Djibouti, Eritrea, Ethiopia, Kenya, Somalia, South Sudan, Sudan and Uganda. The expanded mandate includes the following:

- i. Supporting and assisting IGAD, the African Union (AU) and other relevant organisations in consolidating recent gains in peace and security in the Horn of Africa region and enhancing sub-regional capacities to address cross-border and cross-cutting issues;
- ii. carrying out good offices roles and special assignments on behalf of the Secretary-General, in cooperation with IGAD and other regional and sub-regional organisations as appropriate, and enhancing sub-regional capacities for conflict prevention and mediation;
- iii. continuing to contribute to good and peaceful neighbourly relations between Sudan and South Sudan, including by supporting the work of the African Union High-level Implementation Panel (AUHIP); and
- iv. Continuing to support peace and stability with Sudan and South Sudan, including by engaging in the implementation of the Revitalized Agreement to End the Conflict in South Sudan (R-ARCSS).