

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Political Affairs

Sector of Assignment:

Political Affairs

Organization/Office:

UN DPPA – DPO – Europe and Central Asia Division

Duty Station:

New York, USA

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:

Eastern Europe Team Leader

Title of Supervisor:

Deputy Director and Director of Division

Content and methodology of supervision: This position is with the Europe and Central Asia Division of the Departments of Political and Peacebuilding Affairs and Peace Operations (DPPA/DPO) at Headquarters. The incumbent reports directly to the Eastern Europe Team Leader, under the overall supervision of the Deputy Director and Director of Division.

Evaluation: Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Associate Political Affairs Officer will be responsible for the following duties:

- Monitors political, security, socio-economic and other relevant developments with regard to assigned area;
- Analyses information contained in communications and publications received from different sources, including the media;
- Maintains up-to-date knowledge of trends and events relating to political issues in the region, in particular as they affect assigned countries and issues, regional organizations and regional arrangements;
- Performs all Desk Officer functions, including drafting briefing notes, meeting notes, background papers, official

reports, correspondence, talking points, as necessary;

- Provides inputs, advice and support on political issues to senior officials;
- Provides substantive and technical back-up to any DPPA/DPO field office in assigned area;
- Provides guidance to any UN Country Team on the ground in assigned area as needed;
- Maintains contacts with field colleagues and other sectors of the UN, and supports any interagency/ inter-departmental coordination structures as needed;
- Maintains contacts as needed with counterparts from relevant Permanent Missions and other international and regional organizations;
- Maintains contacts with non-governmental organizations and independent experts as needed;
- Participates in fact-finding and other field missions as required;
- Performs other related duties as required.

IV. Qualifications and Experience

Education:

A first-level university degree in political science, international relations, international economics, law, public administration or other related field. Candidates for this position must have passed the United Nations Young Professional Program Examination (YPP), the United Nations National Competitive Recruitment Examination (NCRE) or the General Service to Professional Examination (G to P).

Work experience:

A minimum of two years of progressively responsible experience in political science, international relations, international economics, law, public administration or related fields is required. Experience drafting briefing materials and talking points as well as reports and official correspondence is required. Experience working on or in Eastern Europe is desirable.

Previous experience as a Desk Officer or providing support to a field operation of the United Nations common system (inclusive of peacekeeping, political missions and UN regional commissions, agencies, funds, and programs), or similar international organization, or nongovernmental organization, is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English is required. Knowledge of Russian is desirable.

Other skills:

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

UN competencies:

Professionalism: Awareness of political and security challenges in the region, and of the role of regional organizations; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

V. Learning Elements

On completion of the temporary assignment, the JPO will have/be able to gain new work experience.

VI. Background Information

This position is temporarily available until 30 April 2022. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.

- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

Pursuant to section 7.11 of ST/AI/2012/2/Rev.1, candidates recruited through the young professionals program who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according



to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

