

United Nations JPO Programme



TERMS OF REFERENCE 20P301

Junior Professional Officer (JPO)

I. General Information

This position is located in the Weapons of Mass Destruction Branch (WMDB) of the Office for Disarmament Affairs (ODA) in New York and will report to the Chief of the branch through his/her supervisor.

Title: JPO in Political Affairs

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

Organization/Office:

United Nations / Office for Disarmament Affairs / Weapons of Mass Destruction Branch

Duty Station: New York, United States of America

[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

Overall Supervision by: Chief, WMD Branch, ODA

Direct Supervision by:, Political Affairs Officer, WMD Branch, ODA

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.

Regular meetings with the supervisor, at least weekly if not more frequently, and performance appraisal.

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

The JPO will assist the supervisor in the following:

- Analyses information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events related to weapons of mass destruction disarmament and non-proliferation;
- Assists senior official with briefing notes, background papers and talking points.
- Keeps abreast of latest trends and developments in the area of assignment and provides inputs on issues to senior officials.
- Prepares summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports.
- Monitors actions taken by intergovernmental groups, UN entities, governmental and non-governmental organizations in relation to weapons of mass destruction disarmament and non-proliferation.
- Provides organisational and substantive support in the implementation of the mandates of the Office and WMD Branch, in particular the Treaty on the Non-Proliferation of Nuclear Weapons.
- Maintains contacts with other sectors of the UN, international organizations and governments on coordination and policy matters in the area of assignment.
- Participates in the provision of organisational and substantive services to the General Assembly, subsidiary organizations, negotiating bodies, conferences, meetings, in the area of assignment.
- Performs other related duties as required.

IV. Qualifications and Experience

Education:

Advanced university degree in international relations or related fields. A first-level university degree in combination with two years qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of 2 years of relevant work experience in one or more of the following areas: political affairs, diplomacy, disarmament and non-proliferation, project management, monitoring & evaluations or relevant areas.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

Other skills:

Experience in computer software programs, such as MS Office. Experience in data visualization is an asset.

UN competencies:

PROFESSIONALISM: 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

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

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...

- Prepare substantive and background materials on issues relevant to weapons of mass destruction disarmament and non-proliferation
- Draft and assess project proposals according to UN standards
- Develop an understanding on the organizational and substantive matters relevant to facilitating international/inter-governmental conferences
- Draft diplomatic correspondence
- Draft project budgets according to UN standards
- Organize missions for UN experts and draft donor reports according to UN standards

VI. Background Information

The Office for Disarmament Affairs supports multilateral efforts aimed at achieving the ultimate goal of general and complete disarmament under strict and effective international control. The mandate for the programme is derived from the priorities established in relevant General Assembly resolutions and decisions in the field of disarmament, including the Final Document of the Tenth Special Session of the General Assembly, the first special session devoted to disarmament (resolution S-10/2). Weapons of mass destruction, in particular nuclear weapons, continue to be of primary concern owing to their destructive power and the threat that they pose to humanity. The Office also works to address the humanitarian impact of major conventional weapons and emerging weapon technologies, such as autonomous weapons, as these issues have received increased attention from the international community.

The WMD Branch provides substantive support in the area of the disarmament of weapons of mass destruction (nuclear, chemical and biological weapons). It supports and participates in multilateral efforts to strengthen the non-proliferation of WMD and in this connection cooperates with the relevant intergovernmental organizations and specialized agencies of the United Nations system, in particular the IAEA, the OPCW and the CTBTO PrepCom. It provides substantive and organizational support to the Security Council Committee established pursuant to resolution 1540 (2004) and supports Member States' implementation efforts.