

United Nations JPO Programme



TERMS OF REFERENCE

23P239

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Political Affairs

Sector of Assignment:

Political Affairs

Organization/Office:

United Nations / United Nations Departments of Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO) /Northern Africa Division (NAD)

Duty Station:

New York, USA

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

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: Senior Political Affairs Officer, Team Leader for NAD East

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 the JPO's performance.

The JPO will have regular meetings with their direct supervisor, including a mid-point and end-of-cycle review in line with the UN e-performance system.

A weekly team meeting with the first reporting officer will be held in addition to a weekly meeting between the team and the Director and a weekly division meeting.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Monitors and assesses political developments in one or more of the countries under the purview of NAD East (Egypt, Libya and Tunisia); conducts research and carries out analysis and studies on complex political situations affecting the region to provide the Secretary-General and other senior UN officials with early warning and policy options for conflict prevention, conflict resolution and peace building.
- Prepares, in coordination with the Team Leader, briefings, talking points, reports, weekly updates and inputs to OASG, OUSG and EOSG.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Drafts correspondence, notes, memoranda, and responses to queries for the review of the Team Leader.
- Creates databases that track project progress and provides other information relevant to assigned area.
- Develops and maintains professional relationships, which support and facilitate the work of the Team Leader, including with representatives of national governments and international organizations, and other concerned partners, including consultants, business executives, and academics.
- Arranges and participates in fact-finding missions, as necessary.
- Attends meetings and consultations of the Security Council and the General Assembly on issues relevant to North Africa.
- Contributes to the backstopping of missions supported by DPPA/DPO in North Africa.
- Assists in the development and implementation of budget proposals and projects and other administrative tasks, as necessary.
- Performs other duties as necessary.

IV. Qualifications and Experience

Education:

Advanced university degree in political science, international relations or related fields is required.

Work experience:

A minimum of two years of progressively responsible experience in political science, international relations or related area. Experience producing political analysis and identifying policy options, or similar tasks. Experience working in a national government administration and/or an international organization is required. Experience in backstopping field missions or serving in the field is desirable.

Languages:

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

Other skills:

Proven drafting and editing ability is required. Knowledge of the history and current political, security and economic developments in North Africa is desirable.

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

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

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 acquired:

- Experience in multilateral diplomacy;
- An in-depth understanding of the work of the United Nations in the field of peace and security, with a focus on conflict prevention and crisis management, including good offices and mediation support;
- Enhanced knowledge of North Africa, the wider region and of the United Nations role there;
- Experience of drafting talking points and other types of communication for senior UN officials, including the Secretary-General;
- Experience in providing analysis and advice to senior UN officials on developments in North Africa;
- A network of colleagues from the United Nations, as well as academia and civil society, on issues pertaining to the region;
- Experience in working in and contributing to the work of a multicultural and highly motivated team.

VI. Background Information

This position is located in the regional political-operational structure of the Departments of Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO), Northern Africa Division (NAD). The Northern Africa Division is tasked with monitoring and reporting on major developments in the countries under its purview, and recommending actions for addressing the related challenges, risks and threats. The JPO will report to the Team Leader/Senior Political Affairs Officer of the Northern Africa Division East Team. The Team covers Egypt, Libya and Tunisia, backstopping the UN Support Mission in Libya (UNSMIL, a UN special political mission) and supporting the UN Resident Coordinators in Egypt and Tunisia.