

## United Nations JPO Programme



### TERMS OF REFERENCE

#### Junior Professional Officer (JPO) 23P274

##### I. General Information

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Title:

JPO in Political Affairs and Human Rights

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

Organization/Office:

United Nations / Executive Office of the Secretary-General / Political, Peacekeeping, Humanitarian and Human Rights Unit.

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

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Direct Supervision by:

Supervision by the Director of the Political, Peacekeeping, Humanitarian and Human Rights Unit

Title of Supervisor:

Director of Political, Peacekeeping, Humanitarian and Human Rights Unit

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work 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 of the JPO's performance.

During the assignment, the JPO will be provided "on the job" training, with extensive coaching by supervisors, and regular collaboration with senior staff. Furthermore, the JPO will be able to attend self-funded and no-cost training events in the area of work. Regular daily and periodic review of the work in progress as well as the evaluation of performance will take place informally as needed. Within the context of the United Nations performance appraisal evaluation procedure, the JPO will prepare a personal work plan, encouraging a higher-level involvement in the planning, delivery and evaluation of his/her work. This includes a mid-term review and year-end review. An important function of the performance appraisal is to promote communication between staff members and

supervisors on the goals to be achieved, and the basis on which individual performance will be assessed, encouraging teamwork in the process.

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

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Under the supervision of the Director of the Political, Peacekeeping, Humanitarian and Human Rights Unit, the JPO:

- Assists with the provision of information, analysis and policy advice for the attention of senior management on designated country and thematic files
- Undertakes clearance and quality control of documents, including background notes, meeting notes, Secretary-General's reports and letters, speeches etc.
- Contributes to key decision-making fora, including preparation for the Executive and Deputies Committee on designated country and thematic files.
- Assists senior official with briefing notes, background papers and talking points.
- Prepares summaries of articles from a wide variety of sources and draft a variety of correspondence, and sections of reports.
- Monitors political, socio-economic, and other politically relevant developments in an assigned area.
- Performs other related duties, as required.

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

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Education:

Advanced university degree in (Master's degree or equivalent) in law, political science, international relations, human rights or related field.

Work experience:

A minimum of two years of related work experience in the thematic areas of political affairs, human rights protection, and peacebuilding.

Relevant field experience in crisis, conflict or post-conflict settings is an asset.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English and French is required, including excellent writing skills. Knowledge of other UN official languages 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

**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.

**TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology. Understands applicability and limitations 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**

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On completion of the assignment, the JPO will have/be able to:

- Work in a broad range of activities related to the Political, Peacekeeping, Humanitarian and Human Rights Unit.
- Write and assess analytical products related to human rights, political, humanitarian and peacekeeping issues
- Engage in effective coordination of inter-agency groups and implementing the Secretary-General's system-wide priorities
- Have a clear understanding of the UN's work on human rights, political, humanitarian and peacekeeping issues, including prevention efforts
- Experience in liaising with a broad group of stakeholders, including Member States, donors, UN departments and entities, and civil society actors

## **VI. Background Information**

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The Political, Peacekeeping, Humanitarian and Human Rights Unit of the Executive Office of the Secretary General supports the Secretary-General's leadership on both country and thematic issues, including through a) analysis and decision support, b) policy oversight and quality assurance, and c) promoting system-wide coherence and improvements such as improved analysis, planning and early action.