

## United Nations JPO Programme



### TERMS OF REFERENCE 23P244

#### Junior Professional Officer (JPO)

##### I. General Information

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Title: JPO in Economic Affairs

Sector of Assignment: Economic Affairs

Organization/Office:

United Nations / United Nations Department of the Economic and Social Affairs (UN DESA)

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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Title of Supervisor:

Assistant Secretary-General for Economic Development

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 duties and responsibilities assigned to the post are designed to be undertaken under the direct supervision and guidance of the Assistant Secretary-General for Economics Development. The work plan will be discussed initially with the supervisor and the end results reviewed against objectives taking into account adjustments that may be needed as the work plan is implemented. Periodic progress review is part of the regular meetings and performance appraisal systems.

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

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Under the direct supervision and guidance of the Assistant Secretary-General for Economic Development, the junior professional officer will provide support on areas as below:

Economic and/or sector analysis:

- Collects, evaluates, interprets, analyses specified statistics and qualitative socio-economic information obtained from a variety of sources and pertaining to particular sectors, countries, regions or development topics.
- Maintains databases and programmes for database management and organizes non-quantitative information.
- Undertakes research in scanning the horizon for emerging issues to support thought leadership role;
- Prepares briefing notes, inputs to speeches and similar material on economic or sector issues in a form that is meaningful to non-specialists;
- Prepares first drafts of sector, country or regional components of analytical studies on development issues and policies.
- Assists in the organization and servicing of expert group meetings, seminars, etc on development issues.
- Assists in conducting the activities of the UN Economists Network.

Intergovernmental support:

- Supports in reviewing draft reports to intergovernmental bodies and DESA flagship reports;
- Supports in handling the work of DESA Editorial Board;
- Follow intergovernmental meetings and prepares summary reports and similar material.
- Collects and generates recommendations for actions by the intergovernmental bodies;
- Facilitates engagement with expert bodies like CPC, CEPA, etc.

Technical cooperation:

- Compile and analyze the data and other information necessary for the preparation of technical cooperation project proposals in the area of economic development.
- Prepare documentation for technical cooperation programmes and projects.
- Contribute to the preparation of material for the approval of regional, country or sector technical cooperation projects.
- Monitor, backstop and assess the implementation of technical cooperation programmes and projects.

SDG knowledge management, planning and generating:

- Facilitate strengthening of community and network through organizing meetings where colleagues exchange ideas and opinions about the best practices.
- Dissemination of global, regional, and/or country updates including staying abreast of the shared practices within the economist network.
- Supporting preparation of presentation materials, background information, drafting speeches for meetings and other events in support of economic messages.
- Support engagement with the DCO and RC offices to disseminate DESA's work and outcomes of intergovernmental bodies.

General:

- Perform other related duties as required, including a variety of administrative tasks necessary for the final delivery of support.
- Undertake on-the-job and other training activities, both internally and externally.

## **IV. Qualifications and Experience**

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### Education:

Advanced university degree (Master's degree or equivalent) in economics or related fields.

### Work experience:

- A minimum of 2 years of relevant work experience in sustainable development policy, economic analysis and policy research, or related is required.
- Experience with project/programme management in the context of the 2030 Agenda for Sustainable Development is desirable.
- Demonstrable experience of high-quality drafting and analytical skills is desirable.
- Experience with inter-agency or inter-organizational collaboration in the development sector is desirable.

### 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.

### **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.

### **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:

- Have an excellent understanding of the particular development challenges that countries with special needs face.
- Further develop ability to apply economic theories and concepts, and formulating policies in the context of development cooperation.
- Better understanding of emerging trends and though leadership
- Be familiar with recent major global conferences and summits, including the Addis Ababa Action Agenda of the Third International Conference on Financing for Development, and the relevance and challenges of these with respect to countries with special needs.



- Acquire a good understanding of the working of the UN system and having strengthened his/her skills in conducting analytical reviews on socio-economic analyses and of quantitative data and qualitative information.
- Be well-equipped for continuing a career in development, including within the United Nations system.

## **VI. Background Information**

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### **DESA's MISSION**

DESA is a vital interface between global policies in the economic, social and environmental spheres and national action. Its work is guided by the universal, integrated and transformative 2030 Agenda for Sustainable Development, along with a set of 17 Sustainable Development Goals and 169 associated targets adopted by the UN General Assembly on 25 September 2015.

The Department works in three main interlinked areas:

1. Analytical work: it compiles, generates and analyses a wide range of economic, social and environmental data and information on which States Members of the United Nations draw to review common problems and to take stock of policy options;
2. Intergovernmental support: it facilitates the negotiations of Member States in many intergovernmental bodies on joint courses of action to address ongoing or emerging global challenges; and
3. Capacity development: it advises interested Governments on the ways and means of translating policy frameworks developed in UN conferences and summits into programmes at the country level and, through technical assistance, helps build national capacities.

### **DESA's PROGRAMME ORIENTATION**

DESA is part of the UN Secretariat, which is funded through regular assessed contributions from Member States. Based at the UN Headquarters in New York City, DESA has nine Divisions, each of which performs a critical function in promoting development, together with our Capacity Development Programme Management Office. DESA also collaborates closely with its partners at regional and country levels in helping countries to formulate and implement national development strategies.

DESA's programme of work focuses on:

- Research, analysis and support for policy-making bodies

Drawing on the Department's large statistical capacity, DESA's staff researches and analyses a broad range of economic and social data and information on development issues and trends. Building on this work, DESA provides substantive support to the General Assembly, the Economic and Social Council (ECOSOC), its functional commissions dealing with issues ranging from statistics and population to sustainable development, social development and the status of women and other intergovernmental and expert bodies in their efforts to find coordinated responses to ongoing or emerging global challenges.

- Follow-up to UN world conferences

The Department promotes the implementation, monitoring and review of plans, strategies, programmes or platforms of action agreed to at the global level. This includes follow-up to several of the world conferences, e.g. the UN Conference on Environment and Development, the World Summit for Social Development and the Fourth World Conference on Women.

- Policy advice and capacity development



DESA advises and supports countries, at their request, in implementing their development strategies, within the framework of the action programme adopted at the recent series of global conferences and summits on economic and social development. The aim is to help build national capacities as well as to strengthen economic and technical links among developing countries.

- Support to NGOs

DESA is the designated organizational liaison for the accreditation of non-governmental organizations (NGOs) in the economic and social areas. The growing support, effectiveness and influence at the grass roots and international levels of NGOs make them increasingly indispensable partners for the global mission and work of the United Nations.

- Publications

DESA's widely respected publications include major recurrent surveys, yearbooks, manuals, guidelines and periodicals, some of which are sold by the UN Sales and Publications Section in DPI and others can be obtained free of charge.