

# United Nations JPO Programme



## TERMS OF REFERENCE

24P079

### Junior Professional Officer (JPO)

#### I. General Information

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Title: JPO in Political Affairs

Sector of Assignment: Political Affairs, Humanitarian Affairs, Information Analyst, Operations Center, etc.

Organization/Office: United Nations / UNDSS / Division of Field Operations / Operation Center

Duty Station:  
New York, USA

[Non-Family Duty Station: / no

Duration:

The assignment is intended for a minimum duration of 2 years.

The initial appointment is for 1 year, renewable based on performance and availability of funds.

A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

#### II. Supervision

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Title of Supervisor: Chief Operations Center

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 of the JPO's performance.

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

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

##### Monitoring, reporting, and analysis:

- Monitor UN sources, open sources, and social media to maintain high situational awareness worldwide of security and potential threats to the UN Security Management System (UNSMS) and UN programmatic activities.
- Collect, verify, process and review data, tracking trends and tendencies with data evidence, assessing major developments (political, governance, humanitarian, human rights, military, security, and economic development) and actions of relevant actors (intergovernmental organizations, governments, non-governmental organizations, civil society, political institutions, formal armies and informal rebel groups, militias, etc.).
- Map UN operational needs and priorities, integrating access constraints and programme criticality aspects.
- Prepare integrated reports, daily situation reports, dashboards, and flash reports for internal and external



dissemination (UNDSS USG and desks, HQ counterparts, UNOCC, agency security focal points, UNCTs, RCOs, through UNDSS OpsCen).

- Research and draft special reports and prepare presentations, briefings, background notes related to operational issues, crisis coordination and early warnings.

#### **Coordination and operational planning:**

- Liaise with relevant field, HQ personnel and partners as appropriate to support information sharing, crisis coordination planning,
- Support integrated operational planning efforts and track all integrated activities in a timely manner to increase situation awareness, prepare for crises, coordinate and review multiple emergencies, and conduct after-action reviews post-crisis.
- Work closely with the OpsCen Data Cell for information management and data analytics to create, review and maintain an integrated data system.

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

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#### **Education:**

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

**Work experience:** A minimum of two years of relevant work experience in reporting political or international affairs, public information/journalism, military, police, security, civil affairs, humanitarian affairs, human rights, crisis operations and management, or a related field is required. Experience in UN interagency coordination within the UNSMS is desirable.

#### **Languages:**

English and French are the working languages of the United Nations. For this post fluency in English and French is required.

**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**

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On completion of the assignment, the JPO will have/be able to contribute to an effective, efficient and standardised information awareness capacity in UNDSS.

## **VI. Background Information**

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The UNDSS Operations Center (formerly the UNDSS 24/7 Communications Centre) provides decision-making support to UN senior leadership and global situational awareness. It is an integrated information and crisis hub that provides cross-pillar analytics, situational awareness, and support for risk and crisis management. Its products are oriented towards supporting senior-level decision-making and information sharing across the UN Security Management System (UNSMS).

The UNDSS mandate requires technological enhancements to respond to an expanded scope of work and increasing demands from UN senior leadership. Against this background and numerous innovations, UNDSS requires additional urgent assistance and resources to address current gaps for the fulfilment of its mandate. UNDSS produces an increasing amount of multiple situational awareness reports, analytical products and briefing materials for the UN senior leadership. Reporting is an essential component of these products, providing a geographic representation of the locations and scale of impact of significant security events.

Adding reporting and coordination specialists would allow the Operations Center to upgrade its reporting and analytic capacities.