

## United Nations JPO Programme



### TERMS OF REFERENCE

24P156

### Junior Professional Officer (JPO)

#### I. General Information

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Title:

JPO in Sustainable Development Coordination

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

Organization/Office:

United Nations Resident Coordinator Office (RCO) in Guinea

Duty Station:

Conakry, Guinea

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:

Senior Development Coordination Officer, Head of RCO and Strategic Planner

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 work plan will include clear outputs, key results and performance/development feedback throughout the assignment. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.
- Structured and regular guidance provided by the supervisor, with the purpose of gradually increasing the responsibilities of the JPO;
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- Participation in UNCT meetings, working groups of the UNCT, and overall office meetings, and opportunities to participate in a wide range of meetings of the UN offices present in Guinea and other international/national events if funds allow it;
- Guidance and advice in relation to learning and training opportunities within the field of UN coordination and within specific areas of interest.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

### III. Duties, Responsibilities and Output Expectations

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- 1) **Assist the RCO Team in ensuring effective support to UN coordination mechanisms, including mainstreaming UN Reform initiatives, and liaise with the Government technical counterparts (40%)**
  - Assist in Building and strengthening strategic partnership with agencies' focal points, relevant government and non-government counterparts and bilateral partners;
  - Support the Results Groups and Thematic/Working Groups to monitor and report on the implementation of the UNSDCF 2024-2028, and to support achievement of SDGs; Keep abreast of the UN reform initiatives and support the RC and UNCT in their implementation.
  - Assist in liaising with non-resident and non-resident member agencies as required.
    - Provide support to the UNCT in engineering opportunities for joint programmes, including through the implementation of the revised funding compact.
  
- 2) **Assist the RCO Team in organizing the work of the UN Resident Coordinator's Office (40%)**
  - Assist in facilitating the RCO's relations with UN and non-UN partners through arranging meetings, preparing briefing notes, talking points and speeches, and preparing drafts of the RC/RCO's correspondence whenever necessary, and follow up with partners for further collaboration;
  - Assist in Strengthening the framework established to facilitate and strengthen the coordination and consultation among Guinea's government and its technical and financial partners (TFPs).
  - Assist in facilitating high-level missions to Guinea by UN senior officials, arranging meetings with Government and the UNCT as required.
  
- 3) **Any other assigned duties or tasks, as appropriate (20%)**

### IV. Qualifications and Experience

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Education:

Master's Degree or equivalent Advanced Degree in Development, International Relations, Political Science, Economics, Management or a related field.

Work experience:

A minimum of two years of working experience in a relevant field

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English and French is required.

Other skills:

Working/volunteer experience in a developing country is an asset

Experience with and understanding of the UN system/agencies is an asset

Knowledge of the African region, particularly West Africa is an advantage

Good communication skills- oral and written

UN competencies:

**PROFESSIONALISM:** Shows pride in work and in achievements; demonstrates professional competence and proficiency in 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

**CREATIVITY:** Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

**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, or cultural or religious background, to apply.

**V. Learning Elements**

As part of the UN JPO programme framework, the JPO will benefit from the following training and learning opportunities:

- Use of yearly JPO duty-related travel and training allocation (DTTA)
- Other training and learning opportunities offered within the UN Secretariat
- Other regional trainings focusing on RCO’s roles

The JPO will work directly with the RC and his/her Office in all her/his capacities and closely collaborate with the UN agencies, which gives a unique opportunity for the JPO to learn the UN system from a wider perspective at the country level. In addition, the Coordination Officer will not only gain experience working in a country office setting but will also benefit from being based in a challenging context that will give him/her the opportunity to interact with a range of UN agencies and participate in interesting initiatives in support of a countries in transition.

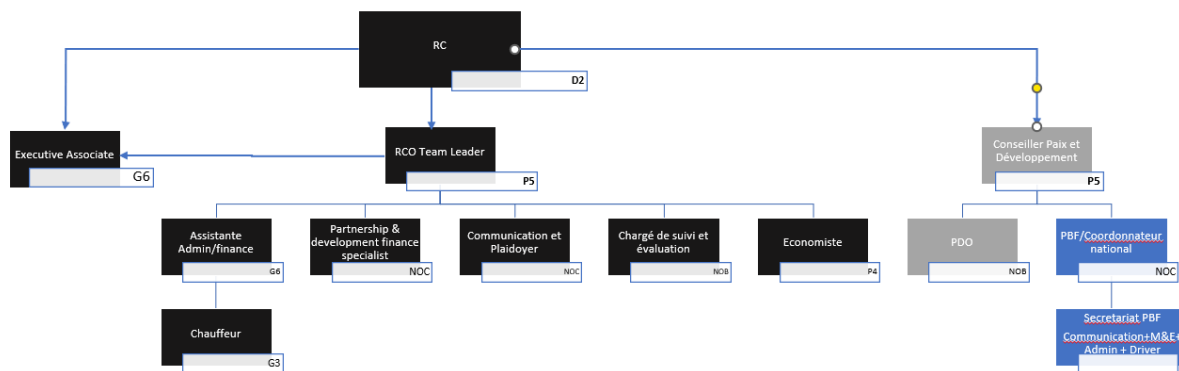
**VI. Background Information**

Information on the receiving office: The UN Resident Coordinator (RC) is the designated representative of the UN Secretary-General for development activities and the team leader of the UN Country Team (UNCT), which in Guinea is composed of 19 UN agencies. She/he assumes the responsibility for and coordination of the UN's development activities at the country level. Under the guidance and direct supervision of the Head of RCO, with strategic oversight of the Resident Coordinator, the Coordination Officer supports the RC and the UNCT in coordinating the work of the UN entities in Guinea, supports Guinea in achieving the SDGs.

In December 2023, the UNCT signed the UNSDCF 2024-2028 with the Guinean Government. The UNCT agencies monitor and report on the UN’s contributions to the UNSDCF 2024-2028 and the SDGs. The RCO will provide strategic and secretariat support to the RC and the UNCT to implement the UNSDCF effectively.

As of June 2024, the RCO staff comprises the three 3 following international posts: the Head of RCO (P5), Peace and Development Advisor (P5), and the Economist (P4). With a Team of 5 National Officers and an administrative team.

**Organization chart:**



Conakry a Duty Station of category C The official language is French.

Smoking/Non-Smoking environment (as applicable): Non-smoking environment inside the office building