

Vacancy announcement

UN JPO Programme

JPO in Political Affairs

*United Nations Secretariat,
Department of Political Affairs,
Office of the Under-Secretary-General & Regional
Division*



Closing date
11 March 2018

Vacancy Announcement # 18P011

I General information

Title:	JPO in Political Affairs
Sector of Assignment:	Political Affairs
Country:	USA
Location (City):	New York
Agency:	United Nations Secretariat, Department of Political Affairs, Office of the Under-Secretary-General & Regional Division
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P2 step 1 in the first year

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates with the Dutch nationality**. Candidates **MUST HAVE THE DUTCH NATIONALITY TO APPLY**.

For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation:
<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

Please read the criteria and FAQ section carefully before applying.

II Duties, responsibilities and Output Expectations

General: To support the work of a) the Office of the Under-Secretary-General of the Department of Political Affairs and b) the work of a Regional Division in the Department of Political Affairs

(a) OUSG/DPA

- Perform the functions of an Associate Political Affairs Officer, under the supervision of the Chief of the Office of the Under-Secretary-General and/or a Senior Political Affairs Officer.
- Serve as a focal point for the preparation of talking points, briefing material and speeches for the use of the Secretary-General, the Deputy Secretary-General, the Under-Secretary-General for Political Affairs and other relevant senior UN officials.
- Contribute to the work plan of the Office as a whole and carry out specific tasks related to planning, coordinating and communication work of DPA.
- Provide guidance and remain in regular contact with the DPA Divisions in charge of the substantive preparation of the briefing material.
- Coordinate and plan high-level meetings between officials from Member States, as well as regional and international organizations and the Secretary-General, the Deputy Secretary-General and the Under-Secretary-General for Political Affairs.
- Coordinate DPA's support to the preparation of official trips of the Secretary-General and the Deputy Secretary-General; helping to organize missions of the Under-Secretary-General for Political Affairs.

- Support the strategic communications teams on external and internal communications.
- Perform a number of ad-hoc assignments in OUSG, including regarding information management, cross cutting issues and special political missions.
- Serve as OUSG's focal point on some cross cutting issues.
- Draft official correspondence for the Under-Secretary-General for Political Affairs.

(b) Regional Division DPA:

- Monitor, research, and assess political developments in assigned countries within the Regional Divisions, with a view to providing advice and support for DPA senior management;
- Prepare briefing papers, talking points and draft communications for senior Secretariat officials;
- Assist in the drafting of the reports, as required;
- Act as a note-taker in substantive meetings;
- Facilitate coordination with other parts of the UN system, as well as with academia and civil society, on relevant issues;
- Provide support for UN interaction with relevant Permanent Missions and regional organizations, including the preparation of joint meetings, as requested;
- Participate in fact-finding, good-offices and other missions to assigned countries, as required;
- Undertake other assignments as requested, including support to mediation and diplomacy activities.

III Training component: Learning elements and expectations

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

- In-depth knowledge of the UN system and areas of work (particularly political issues), especially with regard to the Department of Political Affairs;
- He/she will gain hands-on experience in early warning, conflict prevention, peacebuilding and peace-making initiatives.
- He/she will be able to ensure the preparation of high-level meetings of senior UN officials and to perform duties normally assigned to officers working in a Front Office;
- Synthesize information and produce reliable reporting material for senior staff, including use of cartographic products when available;
- He/she will gain experience in mainstreaming a gender perspective into her or his analytical work.
- Broad understanding of the UN system and field operations;
- Develop contacts with a wide range of relevant UN entities (e.g. DPA, DPKO, DSS, OCHA, UNDP etc);
- S/he will learn about the core values of the UN regarding respect for diversity and will have an opportunity to work with people of diverse backgrounds and diverse points of view

The UN JPO Programme includes the following learning elements:

- Possibility to participate in the orientation programme for Junior Professional Officers in Turin scheduled to take place in September 2018.
- On-arrival briefing for JPOs based in New York.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core and managerial competencies and promoting a shared organizational culture and values.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor:

- a) Senior Political Affairs Officer and under the overall supervision of DPA's Chief of Staff
- b) Senior Political Affairs Officer and Team Leader of one of DPA's Regional Divisions

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.

V Required Qualifications and Experience

Education:

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

Working experience (incl. internships and volunteering):

A minimum of 2 years and a maximum of 4 years of relevant professional work experience.

Languages:

Fluency in English is required. Strong English drafting ability is required. Knowledge of another UN official language is an advantage.

Other skills:

Proficiency in computer skills and use of databases, including experience in MS Word, Excel and PowerPoint, as well as use of the Internet and electronic media applications.

UN competencies:

Professionalism: Strong research skills, including ability to evaluate and synthesize information from a variety of sources while working effectively in a stressful environment. Is able to identify and contribute to the solution of problems/issues. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. Good analytical, planning and organizational skills. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor tasks in accordance with the work plan. - 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.

Client Orientation: Ability to establish and maintain productive partnerships, at the working level and with senior decision-makers. Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to clients

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 audience; demonstrates openness in sharing information and keeping people informed

VI Background information on Agency/Department/Section

The Department of Political Affairs plays a central role in the prevention and mediation of conflicts, and promotes peacebuilding through the coordination of electoral assistance activities. DPA is organized in six Regional Divisions¹ that monitor developments in the world and provide the Secretary-General with analytical reports and briefing notes to inform his decisions and shape his continuous diplomacy with Member States, regional and non-governmental organizations, and other actors. They also support the work of high-level diplomatic missions and provide guidance as well as substantive and operational backstopping to Envoys and Special Political Missions in the field. And contribute, as required, to the substantive servicing of the Security Council and General Assembly on matters pertaining to the region, including through the preparation of briefings and reports. The JPO will support the work of DPA's Office of the Under-Secretary-General and the work of one of the Regional Divisions.

VII How to apply

Candidates who would like to apply should do so by e-mail only, indicating the Number of the Vacancy announcement in the subject heading of the e-mail to tcrecruit@un.org

Applications must include a letter of motivation and the [United Nations Personal History Statement](#). This form can be downloaded from <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Please do not attach any other documents to your application.

Applications must be received no later than COB **11 March 2018**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter for further assessment.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.

¹ Africa I, Africa II, Americas, Asia Pacific, Europe, Middle East and West Asia.