

Advertisement

Junior Professional Officer

JPO in Political Affairs



United Nations Secretariat, Department of Political Affairs, Policy and Mediation Division, Policy Planning Unit

Closing Date

2 December 2018

6pm (Eastern Time UTC-5)

Vacancy announcement #18P186

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, Policy and Mediation Division, Policy Planning Unit
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years
Grade:	P2 step 1 in the first year

Note: this post is opened 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**. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

Please read the criteria and FAQ section carefully before considering applying

II Duties, responsibilities and Output Expectations

General:

To support a recently launched project on “Strengthening the UN’s capacity to address climate-related security risks” that is being implemented jointly by DPA, the United Nations Environment Programme (UNEP) and the United Nations Development Programme (UNDP).

1. Working closely with the DPA Political Affairs Officer dedicated to the climate security project, the Junior Professional Officer will:
 - Conduct outreach to the broader research community on the climate change and security nexus;
 - Review and monitor activities in the country or region assigned; and assess trends which might affect the political situation as well as the political impact of intra-regional issues, in the context of UN prevention and sustaining peace efforts;
 - Assist inter-agency as well as internal DPA coordination for the compilation of inputs for reporting and work on analytical reports and papers to the General Assembly, Security Council and other bodies;
 - Draft notes, background papers, talking points, speeches and other correspondence for senior UN officials;
 - Provide ongoing technical support in the substantive area of climate-related security risks to DPA’s regional divisions and field missions, including through short-term missions to the field; as required and appropriate;

<ul style="list-style-type: none"> • In collaboration with the climate and security team, work to identify and distil best practices on integration of climate-related security risks and prepare a strategy for dissemination to key UN entities at Headquarters and in the field. • Perform other relevant duties as assigned
<p>2. In the context of the broader efforts of the United Nations on prevention and sustaining peace, the JPO will also contribute to enhancing e information-sharing and analysis on the climate-security nexus, including through research and the further development of guidance material, lessons learned, and, as appropriate, inputs to reports of the Secretary-General to the Security Council, the General Assembly, and other bodies.</p>
<p>III Training component: Learning elements and expectations</p>
<p>On completion of the assignment, the Junior Professional Officer will have:</p> <ul style="list-style-type: none"> • Increased understanding of the United Nations system, particularly within the peace and security and development pillars, including specifically the work of the Security Council; • Increased understanding of the UN Department of Political Affairs both at Headquarters and in the field, and its working relationship with UN and non-UN entities; • Improved research and drafting skills; • Increased understanding of institutional learning cycle; • Ability to conduct consultations with key stakeholders on a project; • Ability to present project outlines to a wide variety of audiences; and • Ability to understand and assist with budget planning and tracking.
<p>The UN JPO Programme includes the following learning elements:</p> <ul style="list-style-type: none"> • 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.
<p>IV Supervision</p>
<p>Title of supervisor: Senior Political Affairs Officer and Team Leader, Policy Planning Unit</p>
<p>Content and methodology of supervision: During the first month of the assignment, the Junior Professional Officer (JPO) and his/her supervisor will discuss and finalize a mutually agreed annual work plan.</p> <p>The supervisor will guide the JPO through all the stages of his/her work, including through</p> <ul style="list-style-type: none"> • Describing the overall mandate and work of the Policy and Mediation Division (PMD), in particular the Policy Planning Unit; • Providing relevant background, material and contacts needed. • Holding weekly Unit meetings and daily/ongoing one-on-one discussion of assignments and projects, with continuous guidance and feedback, as needed. • Conducting performance appraisals, particularly the mid-term and end-of-cycle evaluations, through the United Nations Performance Evaluation System (E-Performance) which will serve as the primary platform to evaluate the performance of the work of the JPO.
<p>V Required Qualifications and Experience</p>
<p>Education:</p>

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

Working experience:

Two years minimum to maximum four years relevant working experience, including internships and voluntary work in the field of political science, international relations, development, or a related field.

Languages: Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage

Other skills:

Excellent analytical and English drafting capabilities are required. Knowledge and understanding of cross-cutting peace and security issues, especially related to non-traditional threats, including climate issues, is highly desirable. Strong computer literacy is required, including strong knowledge of Word, Excel and Power Point.

Key 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- 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.
- 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.

VI Background information on Agency/Department/Section

The Policy and Mediation Division (PMD) coordinates the development of policy options on peace and security issues relevant to the work of the Department; liaises with other UN entities on inter-departmental and inter-agency policy-making as they relate to preventive action, peacemaking and peacebuilding; takes the lead to develop, maintain, disseminate and periodically revise departmental policy and guidance, best practices and knowledge management frameworks that support and guide DPA headquarters staff and all field missions; oversees the Department's training and capacity building programme; develops links with academic institutions, research centers, think tanks and foreign policy forums; and provides mediation support to the UN, regional organizations and other peacemaking bodies, including the provision of expert advice, good practices and lessons.

The Policy Planning Unit (PPU) is responsible for a wide range of functions related to policy analysis, development and implementation on cross-cutting peace and security issues and emerging questions relevant to the work of the Department. In particular, PPU serves as the DPA focal point for conflict prevention, preventive diplomacy and sustaining peace. As such, it carries out both operational functions - such as managing the DPA-UNDP Joint Programme on Conflict Prevention, including the deployment of Peace and Development Advisers - and analytical tasks – such as the preparation of Secretary-General's reports, as well as numerous speeches, talking points and background notes in this area.

PPU is also responsible for shepherding DPA's partnerships across the UN system, in particular with UNDP, PBSO, DPKO, OHCHR and the World Bank. PPU represents DPA in a range of inter-agency policy fora and discussions, particularly in the areas of sustaining peace, human rights, rule of law, international criminal justice, responsibility to protect, drugs and transnational organized crime, and youth.

More broadly, PPU is often called upon to provide support, analysis and drafting related to thematic issues that do not fall squarely within the purview of any single DPA division (ranging from work on new technologies in the context of the Secretary-General's focus on "frontier issues" to the security implications of climate change). The unit organizes the Secretary-General's biennial retreat with heads of regional organizations as well as the workshop of Heads of Political Affairs Components (HPAC). It works closely with DPKO in the preparation of events such as the Security Council retreat. Finally, PPU organizes the annual interactive dialogue on SPMs in the General Assembly Fourth Committee and drafts the report of the Secretary-General on policy matters related to Special Political Missions (SPMs).

VIII How to apply

Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed **exclusively to candidates with Dutch nationality**.

Applicants should submit their application electronically directly to the Organization. **All documents should be in English.**

Applications can be submitted **online only** through: [http://owa.undesa.it/oas/oas.aspx?CMD=""&CP=1](http://owa.undesa.it/oas/oas.aspx?CMD=)

Applications must be received no later than **2 December 2018 at 6pm (Eastern Time UTC-5)**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt. Only short-listed candidates will be contacted thereafter.

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

For inquiries please contact tcrecruit@un.org.