

<b>Vacancy announcement</b>		
UN JPO Programme		
<b><i>JPO in Political Affairs (Eastern Europe)</i></b>		
<i>United Nations Secretariat, Department of Political and Peacebuilding Affairs and Department of Peace Operations, Europe and Central Asia Division, Eastern Europe Team</i>		<b>Closing Date</b> <b>31 March 2019,</b> <b>6pm EST</b>
<p><b>Note:</b> 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 <b>candidates with the Dutch nationality</b>. <b>CANDIDATES MUST HAVE THE DUTCH NATIONALITY TO APPLY.</b></p> <p>For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation: <a href="http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm">http://www.nedworcfoundation.nl/NL/JPO/General Information.htm</a></p> <p>Please read the criteria and FAQ section carefully before applying.</p>		
<b><u>Vacancy Announcement 18P131</u></b>		
<b>I General information</b>		
<b>Title:</b>	JPO in Political Affairs (Eastern Europe)	
<b>Sector of Assignment:</b>	Political Affairs	
<b>Country:</b>	USA	
<b>Location (City):</b>	New York	
<b>Agency:</b>	United Nations Secretariat, Department of Political and Peacebuilding Affairs and Department of Peace Operations, Europe and Central Asia Division, Eastern Europe Team	
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years	
<b>Grade:</b>	P2 step 1 in the first year	
<b>II Duties, responsibilities and Output Expectations</b>		
<b>General</b>		
The objective of this position is to support the work of the Europe and Central Asia Division, specifically the Eastern Europe Team		
<p>Within delegated authority, the JPO in Political Affairs will be responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Monitor and analyze political developments and trends in countries covered by the Eastern Europe Team (Armenia, Azerbaijan, Belarus, Estonia, Georgia, Latvia, Lithuania, Moldova, Poland, Romania, Russian Federation, Turkey, Ukraine and OSCE);</li> <li>• Monitor and assess the implications of political dynamics for conflict prevention, resolution of active and protracted conflicts in the region, and overall regional security and stability;</li> <li>• Conduct comparative research analysis of regional mediation mechanisms and assess the impact of such processes on inter-state relations and regional geopolitical dynamics, including in relation to the conflicts in Ukraine, Moldova, Georgia, and Nagorno-Karabakh;</li> <li>• Research and monitor thematic issues across the sub-region;</li> <li>• Provide timely information, advice and policy options to the Team Leader and Director;</li> </ul>		

- Perform all Desk Officer functions as required, including acting as note-taker in substantive meetings, and preparing or contributing to briefing papers, talking points, communications and reports for senior officials;
- Coordinate with relevant UN offices and departments and reach out to think-tank, academia and civil society partners to enhance the quality and breadth of analysis;
- Engage with representatives of Member States as appropriate;
- Provide support to internal UN coordination mechanisms, such a DPPA Task Forces or Working Groups;
- Provide support as required for the Eastern Europe Team’s backstopping and liaison work with UN and DPPA offices in the field, including in support of budgeting and project implementation;
- Undertake other assignments for the Team and Division as required, including in support of UN mediation and diplomatic efforts as appropriate.

### **III Training component: Learning elements and expectations**

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

- an in-depth understanding of the work of the United Nations in the field of peace and security, with a focus on conflict prevention and crisis management, including good offices and mediation support;
- understanding of the multilateral framework and agenda in relation to peace and security in Europe;
- enhanced expertise in European affairs, the Eastern Europe region and the United Nations role there;
- enhanced monitoring and analytical skills of complex political and peace and security issues in the region;
- experience of drafting talking points, reports, briefings and other communication for senior UN officials, including the Secretary-General;
- experience in providing political analysis and advice to senior UN officials;
- experience in producing original research on issues of geopolitical importance;
- experience in UN processes and procedures relating to backstopping of Special Political Missions, including budgeting and administration;
- a network of colleagues and contacts from the United Nations as well as academia and civil society on European affairs;
- experience working in and contributing to the work of a multi-cultural and highly motivated professional team.

The 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 fall 2019.
- 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 \$4,000 per year which may be used for learning activities related to the assignment and career development.

### **IV Supervision**

**Title of supervisor:**

Senior Political Affairs Officer, Eastern Europe Team Leader

**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.

There will be regular meetings with the supervisor to discuss activities and progress towards the work plan.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO’s performance. The JPO will have regular meetings with his/her supervisor.

The supervisor will provide the following guidance to the JPO:

- describe the overall mandate and parameters for the work of the Eastern Europe Team and Europe Division, as well as the Division’s general working methods and objectives;
- explain the Department work processes and related coordination aspects with relevant offices;
- provide relevant background information, tools, methodology, contacts and resources as needed;
- provide support, feedback and advice on an ongoing basis;
- ensure the completion of work in accordance with UN standards.

## V Required Qualifications and Experience

### Education:

Advanced university degree (Masters or equivalent) in international relations or law.

### Work experience (incl. internships [50%] and volunteering [50%]):

Minimum 2 to maximum 4 years of progressively responsible experience in producing political analysis and identifying policy options, or related areas such as working with civil society and/or international relief or peace operations. Previous knowledge of European affairs, Europe-based regional arrangements (e.g. EU, OSCE), and work experience in relation to Eastern Europe, is required.

### Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Working knowledge of Russian would be an asset.

### Other skills:

Sound knowledge of the history and current political, security and economic developments in the Eastern Europe region. Excellent analytical and drafting skills. Basic understanding of the UN Charter, in particular the role of the Security Council in the maintenance of international peace and security. Experience working in or with a national government administration is an asset. Experience at the international level would be particularly useful. Experience working in support of mediation or conflict prevention related projects is an asset.

### Key competencies:

Professionalism: Ability to develop clear goals that are consistent with agreed strategies and identify priority activities and assignments; demonstrates professional competence; conscientious and efficient in meeting commitments and achieving results; excellent analytical skills, with the ability to identify problems, i.e., political, ethnic, social, economic, etc., affecting a country or region.

Communications: Excellent drafting ability and communication skills, both oral and written; proven ability to communicate complex concepts orally; and ability to prepare written reports that are clear, concise and focused; ability to tailor and communicate complex issues, key decisions and positions to a variety of audiences; ability to develop contacts and foster collaboration and coordination with other persons and entities on current initiatives and studies pertinent to the assigned area.

Teamwork: Excellent interpersonal skills; ability to actively participate in and contribute to team endeavours; respects other peoples' ideas and expertise; and willing to learn from others.

Planning and organizing: Ability to establish priorities and to plan, coordinate and monitor own work plan; ability to work under tight deadlines.

Respect for diversity: Demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relationships with people of different national and cultural backgrounds; sensitivity and respect for diversity.

## VI Background information on Agency/Department/Section

The core structure and functions of the Europe Division are as follows:

- The Europe Division is one of six regional divisions in DPPA-DPO. The Division is headed by a Director and comprises three sub-regional teams (Eastern Europe, Eastern Mediterranean and Western Europe, Central and Southern Europe). Each team is composed of up to four international professional staff, headed by a Team Leader.
- The Eastern Europe Team in which the JPO will work covers 13 countries and four regional organizations; backstops one Special Political Mission and one DPPA liaison office in the field; works closely with UN Resident Coordinators and Country Teams; co-chairs one Inter-Agency Task Force and chairs two other internal coordination mechanisms.
- The Division monitors developments in Europe and provides senior officials and the Secretary-General with analytical reports and briefing notes to inform UN policy and decisions and shape engagement and diplomacy with Member States, regional organizations, non-governmental organizations, and other actors;
- Where complex crises in the region require contributions from a range of UN entities, the Europe Division may be called upon to support senior officials in establishing an overarching policy framework within which political, developmental and humanitarian action proceeds.

- The Division works in coordination with DPPA liaison offices in the region to support high-level diplomatic missions and provide guidance as well as substantive and operational backstopping to peace envoys and special political missions, as well as to UN field presences as required;
- The Division contributes, 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.

## **VII How to apply**

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via

<https://www.un.org/development/desa/jpo/jpo-vacancies/>

<http://www.un.org/development/desa/jpo/wp-content/uploads/sites/55/2019/01/VA-18P131-DPPA-DPO-JPO-in-Political-Affairs-Eastern-Europe-NY.pdf>

Applications must be received no later than COB **31 March 2019, 6pm (Eastern Time UTC-5, New York USA)**. 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.