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| Vacancy announcement |  |
| UN JPO Programme | |
| <i>JPO in Strategic Planning and Communication</i> | |
| <i>United Nations Secretariat, Department of Peace Operations, Office of Rule of Law and Security Institutions, Police Division</i> | Closing Date 31 March 2019, 6pm EST |

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 from developing countries (i.e. least developed countries)**.

Candidates **MUST BE NATIONALS OF A DEVELOPING COUNTRY THAT APPEARS ON THE FOLLOWING LIST OF ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

For general information on the Dutch JPO Programme and additional conditions see the website of the Dutch Nedworc Foundation:

[http://www.nedworcfoundation.nl/NL/JPO/General Information.htm](http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm)

Vacancy Announcement 18239

I General information

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| Title: | JPO in Strategic Planning and Communication |
| Sector of Assignment: | Strategic Planning and Communication |
| Country: | USA |
| Location (City): | New York |
| Agency: | United Nations Secretariat, Department of Peace Operations (DPO), Office of Rule of Law and Security Institutions (OROLSI), Police Division |
| Duration of Assignment: | Initially one year with the possibility to extend up to 3 years |
| Grade: | P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience |

II Duties, responsibilities and Output Expectations

General

The objective of this position is to support the Front Office of the Police Adviser of the Police Division in the Office of Rule of Law and Security Institutions, Department of Peacekeeping Operations.

- Within delegated authority, the JPO in Strategic Planning and Communication will be responsible for the following duties:
- Assist the Front Office of the Police Adviser in monitoring and regularly updating the status of implementation of the Vision for United Nations Police 2018-2022, which articulates the Police Adviser's strategic intent.
- Assist the Front Office of the Police Adviser in refining the performance management framework of the Vision, building on existing processes like the Comprehensive Performance Management System (CPAS).
- In close consultation with the Mission Management and Support Section, support the refinement of mission-specific M&E that are based on the United Nations Integrated Mission Planning Policy (IAMPP) and

the United Nations Police Monitoring, Mentoring and Advising Manual, which forms part of the Strategic Guidance Framework for International Police Peacekeeping (SGF) and built on the Vision.

- Closely collaborate with the components/units of the future Departments of Peace Operations (DPO), the Political and Peacebuilding Affairs (DPPO) and Support (DOS), other United Nations Secretariat departments, and United Nations agencies, funds and programme on system-wide planning tools.
- Assist the Front Office of the Police Adviser, in close consultation with the DPO Public Affairs Section (PAS) and the Department of Public Information (DPI), in maintaining the website (www.police.un.org), preparing public information briefings and materials as needed.
- Assist in the development of strategic communication tools, the management and maintenance of existing Police Division social media outlets (Facebook account, Police Adviser twitter account).
- In close cooperation with the DPI Graphic Design Unit, assist in the coordination of outreach materials, including the United Nations Police magazine, brochures and publications.

III Training component: Learning elements and expectations

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

- To facilitate United Nations planning processes in line with the IAPP.
- Draft official United Nations communications in line with United Nations standards.
- Prepare outreach events in accordance with United Nations protocol.
- A solid understanding of United Nations police peacekeeping in the larger political and rule of law context
- Established an organization-wide network with related United Nations Departments and Offices.

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:

Special Assistant to the Police Adviser

Content and methodology of supervision:

- Establishment of a Work Plan: During the first month of the assignment, the Associate Expert 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.
- Monthly meetings will provide an opportunity to review progress achieved, discuss possible obstacles encountered and the identify mitigation measures.
- Evaluation: The United Nations Performance Evaluation System on INSPIRA will serve as a primary platform to evaluate of the Associate Expert's performance

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in the field of business administration, international affairs, political science, police science, communications, criminal justice, law, or other relevant field is required. A first level university degree in combination with 2 additional years of qualifying experience, including strategic planning and development, may be accepted in lieu of the advanced university degree.

Part of the candidates' academic training **must have taken place in a developing country** that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

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

Minimum 2 to maximum 4 years of progressively responsible experience in strategic planning, communications, international relations, police, law enforcement, or other related policy/criminal justice work.

Languages:

English and French are the working languages of the United Nations Secretariat. For this post advertised, fluency in English (both oral and written) is required. Knowledge of French and/or another official United Nations language is desirable.

Other skills:

Ability to operate databases, project management software and develop spreadsheets and complex text documents is required.

Key competencies:

Professionalism: Demonstrated professional competence and mastery of police administration and police operational planning; knowledge of administrative, budgetary, financial or human resources policies and procedures; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; ability to conduct independent research and analysis, identify issues, formulate options and make conclusions and recommendations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and 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.

Communications: 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.

VI Background information on Agency/Department/Section

The overall objectives of the Police Division are to:

- (i) effectively guide police components in peacekeeping operations and special political missions;
- (ii) strengthen the strategic direction, planning, and management of police components in peacekeeping operations; and,
- (iii) work towards a shared understanding among all stakeholders on the future direction of police peacekeeping.

Additional information available via www.police.un.org

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-18P239-DPO-JPO-in-Strategic-Planning-and-Communication-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.