


Vacancy announcement		
UN JPO Programme		
<i>JPO in Political Affairs</i>		
<i>United Nations Secretariat, Department of Political Affairs, Policy and Mediation Division, Policy Planning Unit</i>		Closing Date 14 August 2017
<u>Vacancy Announcement INT-010-17-P071</u>		
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 a one year fixed-term appointment, 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	
<p>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 <u>MUST BE NATIONALS OF A DEVELOPING COUNTRY THAT APPEARS ON THE FOLLOWING LIST</u> of the Dutch JPO Programme: http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf</p> <p>For general information on the Dutch JPO Programme and additional conditions see the website of the Dutch Nedworc Foundation: http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash</p> <p>Please read the criteria and FAQ section carefully before applying.</p>		
II Duties, responsibilities and Output Expectations		
General		
<p>The objective of this JPO post is to support DPA's Policy Planning Unit in</p> <ul style="list-style-type: none"> a) conducting policy analysis, development and implementation on cross-cutting peace and security issues; b) participating in inter-agency policy fora and discussions; c) organizing and supporting high-level events and retreats; and 		

d) developing and expanding a network of partnerships with think tanks, academic institutions and others.

The JPO will contribute to the strengthening of the Department's analysis on cross-cutting policy issues as they relate to peace and security, as well as the development of partnership with other UN entities, Member States, regional and sub-regional organizations and non-governmental organizations in cross-cutting policy areas.

Specifically, the JPO will:

- Conduct research and analysis in a number of areas, including but not limited to: conflict prevention, sustaining peace, transnational crime, climate change, drug policy, and youth.
- Draft analytical notes, concept notes and project proposals.
- Support the organization of high level events, including but not limited to: the Secretary-General's retreat with heads of regional organizations as well as the workshop for heads of political affairs components of field missions.
- Develop and conduct powerpoint presentations.
- Assist in consultations within and outside the department.
- Assist in the implementation of projects, in particular related to political analysis

III Training component: Learning elements and expectations

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

- Write analytical notes
- Draft project proposals
- Organize complex events involving senior level participation
- Develop and conduct presentations

The JPO Programme includes the following learning elements:

- On-arrival briefing in New York, USA
- Possibility to participate in an orientation programme for Junior Professional Officers at United Nations System Staff College
- 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:

Team Leader, Policy Planning Unit, Policy and Mediation Division, DPA

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.

Methodology of supervision: regular meetings with supervisor, direct feedback on deliverables and products.

V Required Qualifications and Experience

Education:

Advanced university degree in political science, international relations, or a related discipline. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Working experience:

Minimum 2 to maximum 4 years of relevant working experience in the field of international relations, diplomacy, conflict resolution, or international development. Knowledge of the workings of the United Nations system is desirable.

Internships and voluntary work may be considered at 50% if deemed relevant.

Languages:

Excellent written and spoken English; other UN languages an asset.

Other skills:

Excellent analytical skills are desirable. Familiarity with presentation software and/or basic graphic design/layout would be an asset.

Key competencies:

Planning and Organizing: Ability to plan own work and manage conflicting priorities

Communication: Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

VI Background information on Agency/Department/Section

The Policy and Mediation Division: 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 centres, 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, best 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 and preventive diplomacy. As such, it carries out both operational functions - such as managing the DPA-UNDP Joint Programme on Conflict

Prevention and the deployment of Peace and Development Advisers- and analytical tasks – such as the preparation of the Secretary-General's reports on conflict prevention and preventive diplomacy, as well as various 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. In this regard, 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. 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). 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 SPMs.

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 **14 August 2017**.

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.