


Vacancy announcement		
UN JPO Programme		
<i>JPO in Disarmament and Non-Proliferation</i>		
<i>United Nations Secretariat, Office for Disarmament Affairs</i>		Closing Date 21 August 2017
<u>Vacancy Announcement INT-013-16-P118</u>		
I General information		
Title:	JPO in Disarmament and Non-Proliferation	
Sector of Assignment:	Disarmament and Non-Proliferation	
Country:	New York (1 st year) / Kathmandu (2 nd /3 rd year)	
Location (City):	USA (1 st year) / Nepal (2 nd /3 rd year)	
Agency:	United Nations Secretariat, Office for Disarmament Affairs, Regional Disarmament Branch (RDB), New York and United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD), Kathmandu, Nepal	
Duration of Assignment:	Initially a one year fixed-term appointment, with the possibility to extend up to 3 years (including change of duty station from New York to Kathmandu after the 1 st year)	
Grade:	P2 step 1 in the first year	
<p>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.</p> <p>For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation:</p> <p>http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hooofdhash</p> <p>Please read the criteria and FAQ section carefully before applying.</p>		
II Duties, responsibilities and Output Expectations		
General		
The objective of this JPO post is to support the work of ODA's Regional Disarmament Branch and United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD) with a focus on Disarmament and Non-Proliferation.		
Under the guidance of the Chief, Regional Disarmament Branch (RDB), the JPO will assist the Chief (or Director of UNRCPD for the relevant portion of the assignment) with the following:		
<ul style="list-style-type: none"> • Provides substantive support to the Office of the Chief, e.g., by preparing briefing notes and background papers, presentations, talking points, correspondence, note taking etc., and organizing internal team meetings, etc. 		

- Coordinates and/or prepares written outputs, e.g. draft background papers, sections of reports, correspondence, responses/inputs to requests and questions from offices within the Organization, Member States and oversight bodies.
- Monitors and undertakes research of relevant current and emerging political developments and governmental disarmament initiatives and analyse information contained in communications and publications from different sources, with focus on Asia and the Pacific.
- Monitor policy decisions and activities of Member States and regional organizations related to disarmament and non-proliferation of weapons of mass destruction and propose activities which UNRCPD could undertake in support of these international and regional developments;
- Assist in the organization and servicing of meetings and workshops on relevant issues, as required, including the United Nations Conference on Disarmament Issues, which takes place in Japan, and the United Nations-Republic of Korea Joint Conference on Disarmament and Non-proliferation which is held in the Republic of Korea;
- Support fundraising activities, which may include drafting fundraising proposals and donor reports as well as reviewing project proposals;
- Assist in providing support to Member States in Asia and the Pacific in the field of disarmament and arms control. Assist the Director in particular in possible capacity-building efforts with Nepal, the host country of UNRCPD.

III Training component: Learning elements and expectations

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

- To acquire an in-depth understanding of the workings of the United Nations and substantive knowledge of the work of the Organization in the field of disarmament including at the regional level.
- To develop political understanding of the complex issues related to disarmament and non-proliferation and acquire in-depth knowledge of the relevant existing instruments as well as the political and legal norms for the creation of such instruments.
- To monitor and report on developments related to disarmament and non-proliferation issues.
- To prepare substantive and background material for meetings and to write assessment reports on a plethora of germane issues.
- To work effectively in an inter-agency context and in a diverse working environment.
- To effectively develop project cycle management skills from conceptualizing, through implementation and to reporting.

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:

Chief, Regional Disarmament Branch

Content and methodology of supervision

The JPO will be requested to prepare a personal work plan under the United Nations Performance Appraisal System (PAS), the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The yearly PAS evaluation procedure encompasses a detailed work plan, as well as ongoing evaluation that include mid-year review and year-end review. An important function of the PAS is to promote communication between staff members and supervisors on the goals to be achieved, and the basis on which individual performance will be assessed, encouraging team work in progress.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

The JPO is expected to carry out his/her assignments on the basis of general directives and guidelines from the supervisors. He/She will be expected to work with a certain degree of initiative and to report to the Chief, and to the Director of the Regional Centre for the portion of the assignment to be completed in Kathmandu..

The JPO will have regular meetings with his/her supervisor.

V Required Qualifications and Experience

Education:

Advanced university degree in political science, international relations or related fields. Training specialization in disarmament and non-proliferation is an asset.

Working experience:

Minimum 2 to maximum 4 years of relevant working experience in research and analysis on disarmament, non-proliferation and arms control issues. Experience at the international level is desirable. Internships and voluntary work may be considered at 50% if deemed relevant.

Languages:

Excellent command of English, both oral and written, and working knowledge of French. Knowledge of other official UN languages would be an asset.

Other skills:

- Excellent drafting and organizational skills
- Ability to carry out research and initiate new ideas
- Experience in computer software programs such as MS Office, Excel, Powerpoint.
- Familiarity with the United Nations is useful.

Key competencies:

Professionalism: Has good research, analytical, evaluative and problem-solving skills. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. Is able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence of the 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.

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.

Planning & 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.

Teamwork: excellent interpersonal skills and ability to establish partnerships and working relations within the department and with other UN agencies. Ability to work in a multicultural and multi-ethnic environment with respect for diversity.

VI Background information on Agency/Department/Section

The Regional Disarmament Branch (RDB) serves as the operational arm of the UN Office for Disarmament Affairs in support and promotion of practical disarmament initiatives at regional, sub-regional and national levels.

The Branch comprises the Regional Activities Unit in New York and three UN Regional Centres for Peace and Disarmament (as indicated below) , as well as a Liaison Office in Vienna:

- United Nations Regional Centre for Peace and Disarmament in Africa (UNREC)
- United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD)
- United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC)

The core functions of the Branch are as follows:

- Promoting, facilitating and strengthening regional cooperation among States and regional and subregional organizations and arrangements, and facilitating the coordination of efforts in matters related to confidence-building measures, disarmament, peace and security;
- Providing substantive and other support, as appropriate, including advisory services, to regional initiatives by Member States and to regional and subregional organizations and other arrangements in order to promote and implement disarmament measures;
- Enhancing the capacity and expertise of Member States, as well as regional organizations and other arrangements in the field of disarmament and international security in the regional context;
- Monitoring and analysing current and future trends in the areas of arms control, disarmament and non-proliferation at the regional level.

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 **21 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.