

# Vacancy announcement

UN JPO Programme

## *JPO in Political Affairs*

*United Nations Secretariat,  
Department of Political Affairs, Policy and Mediation  
Division, Guidance and Learning Unit*



**Closing date**  
**11 March 2018**

### Vacancy Announcement # 18P004

#### I General information

<b>Title:</b>	JPO in Political Affairs
<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 Affairs, Policy and Mediation Division, Guidance and Learning Unit (GLU)
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and amount of relevant working experience

**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 ONE OF THE DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20developing%20countries%20-%202015.pdf>

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>

**Please read the criteria and FAQ section carefully before applying.**

#### II Duties, responsibilities and Output Expectations

**General:** To support the work of the Department of Political Affairs in knowledge management.

The JPO will assist the Guidance and Learning Unit in: a) strengthening the knowledge management system within DPA including supporting lessons learned activities and capturing good practices, b) developing guidance material for the department, and c) maintaining and further developing DPA knowledge sharing platforms as a link between field missions and Headquarters in transferring knowledge. The JPO will assist the team in carrying out its responsibilities as they relate to Special Political Missions, particularly in relation to knowledge management, information management, and integrated assessments and planning. This entails contributing to departmental and inter-departmental discussions and drafting documents.

The JPO will also contribute to the strengthening of the Department's knowledge base through the further development and maintenance of DPA's knowledge capturing (such as after-action reviews and practice notes) and knowledge implementation (creating checklists, monitoring recommendations from lessons learned exercises, evaluations).

Specifically, the JPO will:

- Conduct research and surveys in a number of areas, including but not limited to: common policy issues related to Special Political Missions; knowledge management, including information management; and guidance material.
- Draft analytical notes, concept notes, and project proposals.
- Support lessons learned activities, including lessons learned studies and after-action reviews.
- Organize and report on meetings.
- Develop and conduct presentations.
- Assist in consultations within and outside the Department and liaise with different Divisions of DPA, UN entities and external partners such as think tanks on issues related to knowledge management
- Support the management of the Policy and Practice Database and the development of Newsletters for Lessons Learned, Best Practices and Guidance.

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

On completion of the assignment, the JPO will have:

- Increased understanding of the United Nations system, the Department of Political Affairs and its field missions
- Improved research and drafting skills
- In-depth understanding of all aspects of the work of the Department of Political Affairs, including its working relationship with UN and non-UN entities
- Increased understanding of institutional learning cycle through lessons learning, guidance development and training
- Ability to conduct consultations with key stakeholders in a project
- Ability to present project outlines to a wide variety of audiences
- A network of United Nations colleagues as well as external partners on issues pertaining to institutional learning and peace and security issues
- Experience in working in a multi-cultural team

The UN 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 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.

### **IV Supervision**

**Title of supervisor:**

Team Leader of the Guidance and Learning Unit

**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.

The JPO will be provided with guidance through weekly meetings with the supervisor and regular feedback on on-going projects. At the beginning of the assignment, the JPO will benefit from introductory briefings with the Team

Leader and Team Members of the Guidance and Learning Unit. The JPO will also be provided with background material, contacts, and other resources to help advance work on the portfolio assigned.

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

## V Required Qualifications and Experience

### Education:

Advanced university degree in political science, international relations, computer science, economics/statistics, business administration, or a related discipline.

### Working experience (incl. internships and volunteering):

A minimum of 2 years and a maximum of 4 years of relevant experience working in the field of international relations, diplomacy, conflict resolution, international political economy, data science/econometrics, information management, or international development. Knowledge of the workings of the United Nations system is desirable. Experience at the international level would be an asset.

### Languages:

Fluency in English is required. Knowledge of another UN official language is an asset. Very good drafting ability in English is required.

### Other skills:

Excellent analytical capabilities and very good computer skills are required (e.g. application programming interfaces, web design, data analysis). Experience and interest in institutional learning are highly desirable. Proactiveness to identify new opportunities and methods for institutional change is required.

### UN competencies:

Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor tasks in accordance with the work plan. - Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates the 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.

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 in the Department of Political Affairs 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 Guidance and Learning Unit is responsible for the development and maintenance of DPA's guidance and knowledge management frameworks. It is also responsible for improving overall departmental support to Special Political Missions on strategic planning, and in this context, works closely with other UN entities to ensure an integrated approach in the missions where appropriate.

## **VII How to apply**

To apply please go to <https://www.un.org/development/desa/jpo/jpo-vacancies/>

Applications must be received no later than COB **11 March 2018**.

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.**