

<h1>Vacancy announcement</h1>		
<h2>UN JPO Programme</h2>		
<h3>JPO in Political Affairs</h3>		
United Nations Executive Office of the Secretary-General (EOSG), Office of the Chef de Cabinet (OCDC)		<b>Closing date</b> <b>10 March 2026</b> <b>6pm EST</b>
<b><u>Vacancy Announcement # 25P304</u></b>		
<b>I General information</b>		
<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 Executive Office of the Secretary-General (EOSG), Office of the Chef de Cabinet (OCDC)	
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum of 3 years	
<b>Grade:</b>	P2 step 1 in the first year	
<p>This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed <b>exclusively to CANDIDATES WITH DUTCH CITIZENSHIP</b>.</p> <p>Eligibility is restricted to candidates who are 32 years of age or below as of 31 December of the application year (i.e. born on or after 1 January 1994).</p> <p>For general information on the Dutch JPO Programme please visit the website of the Nedworc Foundation: <a href="#">Junior Professional Officer Programme - Nedworc Foundation</a>  <b>Please read the criteria and FAQ section carefully before applying.</b></p>		
<b>II Duties and responsibilities</b>		
This JPO position supports the Office of the Chef de Cabinet of the United Nations Secretary-General.		
<p>Under the supervision of Senior Political Affairs Officer, the incumbent will undertake a range of activities, including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Assist senior staff with the review of Secretary-General's reports, preparation of briefing notes, background information, talking points for and minutes of meetings and drafting and/or reviewing of correspondence.</li> <li>• Assist senior staff of the Office of the Chef de Cabinet on thematic with issues with research and inputs, as required. In particular, keep abreast of all information pertaining to the areas of assignment.</li> <li>• Assist in following up on the outcomes of meetings convened by the CdC.</li> <li>• Develop and, if necessary, maintain online tools designed to enhance information management within OCDC.</li> </ul>		

- Assist senior staff of the Office of the Chef de Cabinet on the work related to gender parity, including updating the website, reviewing and processing the submissions received in EOSG pursuant to ST/AI/2020/5 and other tasks, as needed.
- Provide inputs to materials prepared by senior staff for the CdC's engagement in the UN 80 initiative and other reform processes.
- Perform other duties as required

### III Training component: Learning elements and expectations

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

- Draft reports, background notes, briefing documents, talking points, minutes and related substantive material to applicable UN standards for senior officials within the Organization.
- Provide substantive support to senior officials within organization on the assigned areas of responsibility.
- Gain knowledge in the area of the UN anti-racism efforts, gender equality and the UN management reform.

The JPO Programme includes the following learning elements:

- Participation in the "2026 JPO Orientation Programme" organised by the United Nations System Staff College in Turin from 9 to 27 November 2026.
- Possibility to participate in the Organization's learning and development programmes for staff at all levels. Programmes are aimed at developing core values, core 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 to career development.

### IV Supervision

**Title of supervisor:** Senior Political Affairs Officer

#### 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.

Substantive supervision by the Senior Political Affairs Officer in the Office of the Chef de Cabinet via ongoing interaction, on-the-job training, regular meetings, performance appraisal

### V Required Qualifications and Experience

#### Education:

An advanced university degree (master's degree or equivalent) in political science, social science, international studies, public administration, economics or a related field is required.

*In exceptional cases, candidates with a first-level university degree (bachelor's degree or equivalent) in combination with two additional years (i.e. a minimum of 4 years) of qualifying experience may be accepted in lieu of an advanced university degree.*

**Work experience:**

A minimum of 2 years of relevant work experience in international affairs, with exposure to analysis and research in international politics is required (a minimum of four years with a first-level university degree (bachelor's degree or equivalent)).

Experience in working with and/or knowledge of the United Nations, its agencies or relevant international organizations is desirable. Experience with IT tools, data analysis and data visualization is desirable.

Work experience within the UN system should not exceed 1 year (including internships, UNV and consultancies)

Only work experience acquired **after the first-level university degree** (bachelor's degree or equivalent) can be considered.

Internships and volunteering may be counted at 50% if considered relevant.

**Languages:**

English and French are the working languages of the United Nations. For this post excellent drafting skills in the English language is required. Knowledge of an additional official language of the United Nations is a strong asset.

**UN competencies:**

**PROFESSIONALISM:** Shows pride in work and in achievements; Demonstrates professional competence and mastery of 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 the 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

**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.

**TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology

**Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

## VI Background information on Agency/Department/Section

The Executive Office of the Secretary-General provides assistance to the Secretary-General in the establishment of general policy, in the executive direction, coordination and expeditious performance of the work of the Secretariat and of the programmes and other elements of the Organization, and in contacts with Governments, delegations, the press and the public.

The Chef de Cabinet supports the political role of the Secretary-General. The Chef de Cabinet acts as an interface with Member States and oversees the implementation of the management reform, peace and security reforms, and other reforms as requested by the Secretary-General, as well as the alignment of the various reform streams. The Chef de Cabinet oversees the substantive support provided by the Executive Office to the Executive Committee, the Management Committee, the Management Performance Board and the Standing Principals' Group. The Chef de Cabinet provides strategic direction and oversees the work and management of the Office.

## VII How to apply

Applicants should submit their application **online** via:

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=1>

More information on how to apply can also be found on the following website:

<https://jpo.desa.un.org/>

Applications must be received no later than **10 March 2026, 6.00 pm (Eastern Standard 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.**