


Vacancy announcement		
UN JPO Programme		
JPO in Political Affairs		
United Nations Department of Peace Operations (DPO), Office of the Under-Secretary-General (OUSG), Front Office		Closing date 26 April 2026 6pm EST
<u>Vacancy Announcement # 25P294</u>		
I General information		
Title:	JPO in Political Affairs	
Sector of Assignment:	Political Affairs, Peacekeeping	
Country:	USA	
Location (City):	New York	
Agency:	United Nations Department of Peace Operations (DPO), Office of the Under-Secretary-General (OUSG), Front Office	
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum of 3 years	
Grade:	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 exclusively to CANDIDATES WITH DUTCH CITIZENSHIP.</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: Junior Professional Officer Programme - Nedworc Foundation Please read the criteria and FAQ section carefully before applying.</p>		
II Duties and responsibilities		
The JPO will work in the Front Office of the Under-Secretary-General for Peace Operations		
<p>The JPO will be expected to support in:</p> <ul style="list-style-type: none"> • monitoring developments in designated peacekeeping operations, through incoming and outgoing cables, correspondence, media and other documents; bringing issues of importance to the attention of the Front Office Team and the Under-Secretary-General; • reviewing United Nations reports and other documents as well as correspondence for the Under-Secretary-General and ensuring quality control; • attending and preparing notes on the Under-Secretary-General's meetings and assisting with follow-up action, as required; • preparing and serving as note-taker of other meetings, as required; 		

- coordinating and compiling briefing notes/talking points/background materials for the Secretary-General, the Deputy Secretary-General and the Chef de Cabinet on peacekeeping issues, as required;
- facilitating coordination and liaison within DPO and other parts of the United Nations system;
- preparing the organizational and substantive aspects of the Under-Secretary-General's travel, as required.

III Training component: Learning elements and expectations

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

- Developed familiarity with political and managerial processes related to designated peacekeeping operations;
- Demonstrate a comprehensive understanding of the key challenges facing DPO;
- Interact and liaise with a wide range of interlocutors, internal and external;
- Understand the challenges of coordination within the UN system.

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: Chief of Office (Principal Political Affairs Officer)

Content and methodology of supervision

Establishment of a Work Plan: During the first month of the assignment, the 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.

The JPO will be supervised by the Principal Political Affairs Officer through direction and tasking on specific projects and activities. Work streams will be monitored and discussed regularly at the Team level, along with completion of an agreed work plan and implementation of a performance appraisal process.

V Required Qualifications and Experience

Education:

An advanced university degree (master's degree or equivalent) in International Relations, Political Affairs, International Law, or related fields 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:

Minimum of two years of relevant work experience in the international field is required (a minimum of four years with a first-level university degree (bachelor's degree or equivalent)).

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:

Fluency in English and French are the working languages of the UN Secretariat. For this position fluency in English is required. Fluency in oral and written French desirable.

Other skills:

Proficiency in Microsoft Office and other relevant applications required.

UN competencies:

PROFESSIONALISM: Knowledge of political and managerial dimensions of UN peacekeeping; ability to remain calm in stressful situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

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 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

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 JPO will work in the Front Office of the Under-Secretary-General for Peace Operations. The Under-Secretary-General is responsible for advising the Secretary-General on all matters related to

the planning, establishment, direction, management, and conduct of United Nations peacekeeping operations and the special political mission under the responsibility of the Department. The Front Office is headed by the Principal Political Affairs Officer and includes a small number of Political Affairs Officers. The Front Office provides the Under-Secretary-General with direct support in the full range of his functions, including:

- Providing strategic, operational and policy advice to the Under-Secretary-General;
- Coordinating the work of DPO and liaising with partners, such as EOSG, DPA and DFS on behalf of the Under-Secretary-General;
- Reviewing and drafting documents for the Under-Secretary-General;
- Preparing the Under-Secretary-General's meetings and travel.

VIII 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 **26 April 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.