


<h1>Vacancy announcement</h1>		
<h2>UN JPO Programme</h2>		
<h3>JPO in Programme Management</h3>		
United Nations, Resident Coordinator System (RCS), Development Coordination Office (DCO), Front Office of the ASG for Development Coordination		Closing date 26 April 2026 6pm EST
<u>Vacancy Announcement # 26P040</u>		
I General information		
Title:	JPO in Programme Management	
Sector of Assignment:	Programme Management, Development Coordination	
Country:	USA	
Location (City):	New York	
Agency:	United Nations, Resident Coordinator System (RCS), Development Coordination Office (DCO), Front Office of the ASG for Development Coordination	
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 CITIZENSHIP OF ONE OF THE FOLLOWING COUNTRIES:</p> <p>Afghanistan, Bangladesh, Benin, Burkina Faso, Burundi, Chad, Colombia, Democratic Rep. Congo (DRC), Ethiopia, Ghana, India, Indonesia, Iraq, Ivory Coast, Jordan, Kenya, Lebanon, Mali, Mozambique, Niger, Nigeria, Palestinian Territory, Senegal, Somalia, South-Sudan, Sudan, Tunisia, Uganda, Ukraine, Vietnam, Yemen eligible-countries-DC-JPOs.pdf</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 be working in the Office of the Assistant Secretary-General for Development Coordination in the UN Development Coordination Office.		
<p>Within delegated authority, the JPO will be responsible for the following duties:</p> <ul style="list-style-type: none"> Coordinates DCO's contributions to briefings to leadership across the United Nations, including liaising with relevant colleagues at Headquarters, the regional teams of DCO and Resident Coordinator Offices, as well as key partners across the UNSDG, EOSG, DPPA-DPO and other entities; 		

- Provides substantive support the overall coordination and liaison work of OASG, specifically the timely delivery of quality briefing and background material in support of UN Principals
- Drafts briefing notes, background documents, notes for the file, presentations, etc.
- Support OASG's contribution to the EC/DC process, including briefing packets for the participation of the Director and the Deputy Director in the respective meetings;
- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Research, analyze and presents information gathered from diverse sources.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Performs other duties as required.

III Training component: Learning elements and expectations

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

- plan, coordinate and facilitate the collaboration with other parts of the UN Secretariat and organizations of the UN system;
- gain in-depth experience of drafting contributions for senior management;
- understand the RC system and the UN development system and its modus operandi;
- contribute in an efficient and effective manner to the work in support of the 2030 Agenda and the Sustainable Development Goals (SDGs).

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 Staff, UN DCO

Content and methodology of supervision

Establishment of a Work Plan: The incumbent 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 part of the weekly Front Office Team Meeting and will have a bi-weekly bilateral meeting with his/her supervisor.

V Required Qualifications and Experience

Education:

An advanced university degree (master's degree or equivalent) in public administration, international relations, business management or 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.

Substantive parts of the candidates' academic qualification (Bachelor and/or Master) must have taken place in a country that appears on the list of eligible countries.

[eligible-countries-DC-JPOs.pdf](#)

Work experience:

A minimum of two years of relevant work experience in public administration, international relations, business management or civil society organization 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:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French, Spanish or Arabic is an advantage

Other skills:

Data management and analysis.

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

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and

anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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

Created as a result of the reforms of the UN development system, the [Development Coordination Office \(DCO\)](#) manages and oversees the Resident Coordinator system and serves as secretariat of the UN Sustainable Development Group. Its objective is to support the capacity, effectiveness and efficiency of Resident Coordinators and the UN development system as a whole in support of national efforts for sustainable development.

DCO is based in New York, with regional teams in Addis Ababa, Amman, Bangkok, Istanbul and Panama, supporting 130 Resident Coordinators and 132 Resident Coordinator’s offices covering 162 countries and territories.

The JPO will be working in the Office of the Assistant Secretary-General for Development Coordination in the UN Development Coordination Office. The tasks imply frequent interaction with UNDCO senior management and other UNDCO staff, Resident Coordinators and Resident Coordinator Office staff, Senior officials within the UN Secretariat and UN system, Intergovernmental bodies, non-governmental organizations, and EOSG.

Expected results: the incumbent delivers high quality inputs in a timely manner. Establishes relationships with a range of officials within the UN Secretariat, including EOSG, and relevant organizations of the UN system. Works collaboratively and facilitates exchange of information. Implements, monitors and evaluates assigned programme/projects. Provides thorough, well reasoned written contributions, e.g., background papers, analysis, sections of reports and studies, inputs to publications, etc. Develops and maintains effective working relationships.

VII How to apply

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

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=7>

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.