


<h1>Vacancy announcement</h1>		
<h2>UN JPO Programme</h2>		
<h3>JPO in Interagency Coordination</h3>		
United Nations, Secretariat of the United Nations System Chief Executives Board for Coordination (CEB)		Closing date 26 April 2026 6pm EST
<u>Vacancy Announcement # 26P055</u>		
I General information		
Title:	JPO in Interagency Coordination	
Sector of Assignment:	Interagency Coordination, Administration	
Country:	USA	
Location (City):	New York	
Agency:	United Nations, Secretariat of the United Nations System Chief Executives Board for Coordination (CEB)	
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</p> <p>Please read the criteria and FAQ section carefully before applying.</p>		
II Duties and responsibilities		
<p>The JPO will fulfil the role of a Special Assistant to the Director of the CEB Secretariat as well as supporting the substantive work of the CEB and its subsidiary machinery, building and maintaining professional relationships with a network of colleagues across the UN system. The Director, who reports to the UN Secretary-General, oversees two offices: the Secretariats of the CEB and of the High-level Committee on Programmes in New York, and the Secretariat of the CEB High-level Committee on Management in Geneva.</p>		

Under the direct supervision of the Director of the CEB Secretariat, the JPO will perform the following duties:

Support the work of the CEB:

- Assist, through information collection and analysis, in carrying out research and preparing papers on issues of system-wide importance, including with respect to emerging issues of interest to CEB
- Follow intergovernmental and inter-agency meetings on issues of system-wide interest and prepare summary reports
- Assist in monitoring the work of inter-agency networks and expert groups in the programme area, with a view to enabling CEB to provide, where necessary, policy guidance to the coordinating bodies concerned
- Assist in keeping track of the work plans and meeting schedules of the two CEB high-level committees (High-level Committee on Programmes and High-level Committee on Management,), provide logistical support in coordinating their efforts, and assisting in tracking the timely implementation of their decisions
- Provide substantive and organizational support to meetings of CEB and its subsidiary machinery, including preparing background documents and assisting with logistics
- Contribute to the preparation of mandated reports to intergovernmental bodies, including the Committee for Programme and Coordination (CPC), the Economic and Social Council (ECOSOC) and the General Assembly (e.g., budget documents, the Annual Overview Report, and other reports on issues of interest to the UN system, such as those involving the Joint Inspection Unit)
- Provide substantive and research support to information and knowledge-sharing among CEB member organizations, including through electronic networking and posting of material on the CEB website and social media vehicles
- Perform other duties which may be required

Support the Director of the CEB Secretariat in executing her duties:

- Provide assistance to the Director in the strategic management of the Office
- Identify, research, analyze, prepare and/or organize information and briefing materials for the Director to facilitate decision-making and leadership and/or to prepare the Director's participation in meetings, missions and events
- Contribute to the planning and organization of the Director's meetings and missions
- Draft speaking notes and/or prepare presentations for delivery by the Director, as needed; support the follow-up to meetings, including preparing notes and briefings to staff, as appropriate
- Review correspondence and relevant official documents highlighting pertinent information and those requiring attention or action, and ensuring follow-up, where required
- Ensure the timely follow-up to the Director's directives, including the effective dissemination of pertinent information to CEB staff and relevant staff in other offices and UN system organizations
- Liaise with the Executive Office of the Secretary-General, the CEB Geneva office, the front offices and liaison offices of CEB member organizations, permanent missions, and other parties on behalf of the Director
- Accompany the Director to and provide support at meetings with UN system officials, Member States' representatives, and other stakeholders, as required
- Assist the Director in managing the resources of the Office, including by undertaking actions related to the administration of human resource activities (e.g., recruitment); assisting in developing the CEB work programme and budget; monitoring budget/work programme with respect to Headquarters' budget, trust funds and grants; and supporting procurement activities
- Perform other duties which may be requested by the Director

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have:

- Developed a comprehensive understanding of UN system organizations and inter-agency mechanisms
- Gained substantive knowledge of programmatic, administrative and operational issues relevant to members of the UN system
- Honed skills in research and analysis
- Enhanced understanding of a range of intergovernmental processes (related to substantive issues as well as programme planning, budgeting and oversight)
- Been exposed to strategic planning, decision-making and coordination at the highest levels of the UN system organizations, across programmatic, administrative and operational perspectives
- Cultivated a professional network of contacts across the UN system
- Sharpened his/her ability to prepare a wide range of written products for a UN audience, including meeting summaries, background papers, analytical notes, talking points, official correspondence, input to official reports, and content for websites
- Become familiar with and be able to execute the UN's administrative policies and procedures (e.g., on human resources, finance and budget, procurement)

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: Director, Secretariat of the United Nations System Chief Executives Board for Coordination (CEB), and Secretary of CEB

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.

Ongoing discussions will take place between the supervisor(s) and supervisee throughout the reporting period regarding tasks to be performed. This will include regular meetings to review priorities and status of activities, and to provide guidance on how to accomplish work assignments and meet goals, routine feedback on work products, monitoring of progress against work plan, and periodic informal assessment of performance.

V Required Qualifications and Experience

Education:

An advanced university degree (master's degree or equivalent) in international relations, political science, economics, social sciences, public or business administration 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 social/economic development and/or policy analysis is required (a minimum of four years with a first-level university degree (bachelor's degree or equivalent)). Experience at the international level 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 UN Secretariat. For this position, fluency in English (written and oral) is required. Knowledge of French or another UN official language is an advantage.

Other skills:

Excellent research and communication skills; strong computer skills.

Knowledge of the institutions of the UN system is an asset.

Experience in website content management and social media is a plus.

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

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

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

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.

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 UN System Chief Executives Board for Coordination (CEB) is the highest inter-agency body for coordination in the UN system on social, economic and related matters. CEB is chaired by the UN Secretary-General and is composed of the executive heads of 31 organizations of the UN system. It aims to advance cooperation and coherence among UN system organizations (specialized agencies, funds and programmes, and other related organizations) in programme and management areas through a coordinated approach on issues of system-wide concern. The CEB meets twice a year.

Substantive inter-agency work is carried out by the CEB's two pillars: the High-level Committee for Programmes (HLCP) and the High-level Committee for Management (HLCM). These bodies meet twice a year prior to CEB meetings, in order to ensure that their work feeds into CEB discussions. The Committees provide direction and guidance to substantive networks, working groups and task forces in each area under their responsibility. Agendas focus on harmonizing efforts across UN system entities in the system-wide follow-up to intergovernmental mandates, in particular the 2030 Agenda for Sustainable Development and the outcome(s) of the Summit of the Future, as well as in response to new and emerging issues.

HLCP promotes policy coherence and system-wide cooperation, coordination and knowledge sharing in strategic programme areas and addresses development challenges of system-wide concern and their implications for the achievement of the Sustainable Development Goals (SDGs). The Committee is comprised of senior programmatic managers from member organization of the United Nations system.

HLCM identifies and analyzes administrative management reforms with the aim of improving efficiency and simplifying business practices. The Committee is comprised of senior administrative managers from the member organizations of the United Nations system. It is supported by networks in Finance and Budget, Human Resources, Procurement, ICT, and Security Management, as well as the Task Force on Accounting Standards.

The Secretariat is composed of two offices, one in New York supporting the CEB and HLCP, and one in Geneva supporting HLCM. Please see the organigramme, overleaf, illustrating the staffing of both offices.

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.