

Advertisement

UN JPO Programme

JPO in Policy Planning

*United Nations Secretariat,
Department of Peace Operations*



Closing Date
10 August 2019
7:00AM KST

Vacancy Announcement 19P001

I General information

Title:	JPO in in Policy Planning
Sector of Assignment:	Policy Planning
Country:	USA
Location (City):	New York
Agency:	United Nations Secretariat, Department of Peace Operations (DPO)
Duration of Assignment:	Initially one year with the possibility to extend up to 2 years
Grade:	P2 step 1 in the first year/

II Duties, responsibilities and Output Expectations

General: To support the work of the Department of Peace Operations

The JPO will be directly involved in the development of ongoing policy questions for UN peacekeeping and will work with team members to maintain visibility of policy planning issues for consideration and analysis within the department. The JPO will also gather information on emerging dilemmas and opportunities for UN peacekeeping policy development from peacekeeping experts at Headquarters and in the field. Based on these processes, the JPO will be expected to develop appropriate and comprehensive written materials for use to support furtherance of policy initiatives of the Department of Peace Operations (DPO), for varied audiences.

The JPO will be involved in the preparation and provision of support to DPO senior management in helping to capture the evolving strategic context of peacekeeping as well as their consideration of specific emerging policy issues and will support formal and informal Secretariat outreach to Member States and other partners, contributing to the General Assembly's Special Committee on Peacekeeping Operations-related products and peacekeeping policy outputs. The JPO will be expected to produce comprehensive talking points, speeches and briefing materials to support senior management processes and engage effectively with appropriate offices to ensure clear, accurate and timely information sharing and promulgation.

As DPET provides support to all aspects of peace operations policy, the JPO will, when relevant, also

engage with the Departments of Support (DOS) and of Management, Strategy, Policy and Compliance (DMSPC) on issues pertaining to policy development and planning. This will include through support of drafting and policy development work.

The JPO will be expected to take on responsibilities and work under minimal supervision on projects and activities within the purview of the Policy Planning Team and provide direct support to Team staff members, as required. Individual projects and outputs will be identified in the JPO's annual work plan. In 2019, this will likely include supporting new policy, doctrine or reform related initiatives that may be spearheaded by the incoming Secretary-General and the Under-Secretary-General for Peacekeeping Operations, and support to ongoing reform initiatives, including those related to Action for Peacekeeping (A4P) initiative and its Declaration. The Policy Planning Team will, during the course of 2019, work on a number of key Departmental priorities, including delivering mandates in complex conflict environments, developing guidance on peacekeeping strategies vis-a-vis non-state armed groups, supporting the monitoring and implementation of A4P Declaration commitments, particularly as they relate to politics and mandating, understanding emerging peacekeeping actors, as well as strengthening the partnership with think-tanks and academic circles.

III Training component: Learning elements and expectations

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

- Demonstrate a comprehensive understanding of the key challenges facing DPO and its field operations and the activities being planned and executed to overcome them.
- Identify and articulate and additional upcoming policy challenges to be addressed by DPO, such as on the use of Unmanned Aerial Systems in peacekeeping.
- Demonstrate a clear understanding of the policy development processes within DPO, including the relationships with Member States and the main and sub-committees of the UN legislative bodies, and the wider structures within UNHQ.
- Draft policy analysis, proposals and supporting materials for submission to and approval of DPO leadership.
- Draft communications and outreach materials, speeches and presentations for use internally and externally by DPO senior leadership.
- Plan and implement project related support tasks including budget and project planning in accordance with relevant UN Regulations and Rules and appropriate standards and instructions.

IV Supervision

Title of supervisor:
Policy Planning Team Leader

Content and methodology of supervision:

The JPO will be supervised by the Policy Planning Team Leader, through direction and tasking on specific projects and activities related to the Team work streams, including those in support of other Policy Planning Team staff members. These work streams will be monitored through regular task-specific progress meetings and supporting weekly updates provided at the Team level.

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 JPOs performance.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in international relations, politics, development studies, law or a related subject is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Working experience (incl. internships and volunteering):

A minimum of two years of progressively responsible experience in international relations, politics, conflict resolution, peacebuilding or public international law, including analysis, research and writing is required.

Languages:

Fluency – written and spoken – in English is required, fluency in another official UN language is highly desirable.

Other skills:

Proficiency in Microsoft Office applications.
Experience in drafting background papers, briefing notes, talking points and speeches is required.
Previous experience working in a Government entity, international organization, or non-governmental organization is an advantage, and experience working in a field location is highly desirable.

UN competencies:

Communication:

Speaks and writes clearly and effectively, demonstrates openness in sharing information and keeping people informed, listens to others, correctly interprets messages from others and responds appropriately.

Planning and organizational skills:

Identifies priority activities and assignments; adjusts priorities as required, allocates appropriate amount of time and resources for completing work, monitors and adjusts plans and actions as necessary.

Accountability:

Takes ownership of all responsibilities and honours commitments, delivers outputs for which one has responsibility within prescribed time, cost and quality standards, operates in compliance with organizational regulations and rules.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals, places team agenda before personal agenda, solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.

VI Background information on Agency/Department/Section

The Policy, Evaluation and Training Division (DPET) of the Department of Peace Operations provides an integrated capacity to develop and disseminate policy and doctrine for peacekeeping; to develop, coordinate and deliver standardized training for all categories of peacekeepers; to evaluate mission progress towards mandate implementation; and to develop policies and operational frameworks for strategic cooperation with various UN and external partners. Within DPET, the Policy and Best Practices Service (PBPS) provides support to peace operations.

The function of PBPS is to help improve the efficiency and effectiveness of peace operations through the exchange of good practices between missions, the development of guidance material that reflects lessons learned, thematic policy and operational support in selected areas: Protection of Civilians; Conflict-related Sexual Violence; Child Protection; Civil Affairs; Knowledge Management and Guidance; and Strategic Force Generation. PBPS coordinates the network of Best Practices Officers in the field and provides guidance on the capture of best practices through the 'Best Practices Toolbox'.

On guidance development, PBPS acts as secretariat for the Expanded Senior Management Team (E-SMT), DPO's policy review body, and coordinates the drafting of policies, guidelines and procedures on crosscutting aspects of peace operations, such as mission integration or risk management, and in specialized areas, including strategic partnerships with regional organizations, or protection of civilians. PBPS also supports electronic resources, such as Communities of Practice, the Policy and Practice Database, and the Peacekeeping Resource Hub. PBPS also undertakes lessons learned studies on aspects of peacekeeping to draw good practices and identify challenges to improve peacekeeping and provide responses to emerging problems.

The Policy Planning Team of PBPS provides direct support to ongoing policy development and implementation across peace operations, working to define the evolving strategic context for peacekeeping and required adjustments in policy and doctrine. The topics examined by the Policy Planning Team have included policy analysis on issues such as impartiality, consent, and the use of force; capability development; compacts between host governments and the Security Council; technology and innovation; the use of intelligence in peacekeeping; and operating in asymmetric environments. The Policy Planning Team also acts as the DPO interface with the Special Committee on Peacekeeping Operations (C34), and provides substantive support to the Security Council's Working Group on Peacekeeping Operations.

The Policy Planning Team of PBPS provides direct support to ongoing policy development across DPO.

VII How to apply

Note: This post is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed **exclusively to candidates of the Republic of Korea**.

A) General requirements for candidates applying to the JPO vacancies funded by the Republic of Korea:

1. Korean citizenship
2. Fluency in Korean and English language
3. Completed advanced university degree (master's degree or equivalent), as per the vacancy

announcement. A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.

4. Not older than 32 years of age as of 31st December of 2019 (The maximum age limit for those who served in the military will be extended accordingly)
5. Male applicants shall have completed the Korean military service or be exempted from it.

B) Application process

Applicants should submit their application electronically directly to the Organization. **All documents should be in English.**

Candidates who would like to apply should do so **online** via <https://owa.undesa.it/oasrok/>

Applications must be received no later than 10 August 2019 (7:00 KST). Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.

Please also make sure you read our guidelines on [how to apply](#) in the Online Application System (OAS).

C) Documents to be submitted for the application (only complete applications will be considered)

1. A **motivation letter** and the **United Nations Personal History Statement (PHP/P11) (submitted through the Online Application System (OAS))**
2. A scanned copy of applicant's Resident Register
3. A copy of the (advanced) university degree
4. A certificate of English language proficiency. Applicants should submit a minimum of iBT TOEFL score of 107 or PBT equivalent or TEPS score of 800 or New TEPS score of 452.
5. **Only for male applicants:** A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended* in accordance with the Support for Discharged Soldiers Act and the military service law.
6. **Only for low-income applicants:** A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation

For general information on the Korean JPO Program and additional conditions see the following website: <https://UNrecruit.mofa.go.kr>

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- * Age limit for male candidates who have completed military service:
- Less than one year will be extended for one year;
 - one year above and two years under will be extended for two years;
 - two years or more will be extended for three years.

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]