



VACANCY ANNOUNCEMENT

TERMS OF REFERENCE 20P071

Junior Professional Officer (JPO)

I. General Information

Title:
JPO in Political Affairs

Sector of Assignment:
Political Affairs

Organization/Office:
a) UN Office of the Under-Secretary-General for Political Affairs (DPPA OUSG)
b) Regional Division in the joint Regional Structure of the Departments Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO)

Duty Station:
New York, USA

Grade:
P1 or P2 (step 1), depending on qualifications

Salary and benefits:
Once appointed, JPOs become fully fledged UN staff members and are as such subject to the UN Staff rules and regulations. They shall receive the same salary, entitlements and benefits as other UN staff at similar grade and level (<https://icsc.un.org/Home/DataSalaryScales>). In line with the bilateral agreement with the sponsoring donor country, all costs for applicable entitlements and benefits (including, but not only, rental subsidy, dependency benefits and education grant), shall be fully covered by the sponsoring donor country.

Duration:
1 year (with possible extension for another year)
[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

- a) Direct supervision:
Political Affairs Officer
Under the overall supervision of DPPA's Chief of Staff
- b) Senior Political Affairs Officer and Team Leader of one of the DPPA-DPO Regional Divisions

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.

III. Duties, Responsibilities and Output Expectations

(a) OUSG/DPPA

- Perform the functions of an Associate Political Affairs Officer, under the supervision of the Chief of the Office of the Under-Secretary-General and Political Affairs Officer.
- Contribute to the work plan of the Office as a whole and carry out specific tasks related to planning, coordinating and communication work of DPPA.
- Serve as a focal point for the preparation of talking points and briefing material for the use of the Secretary-General, the Deputy Secretary-General, the Under-Secretary-General for Political Affairs and other relevant senior UN officials.
- Provide guidance and remain in regular contact with the DPPA and DPPA-DPO Regional Divisions in charge of the substantive preparation of the briefing material.
- Coordinate DPPA's support to the preparation of official trips of the Secretary-General and the Deputy Secretary-General; helping to organize missions of the Under-Secretary-General for Political Affairs.
- Perform a number of ad-hoc assignments in OUSG, including regarding information management, cross cutting issues and special political missions.
- Serve as OUSG's focal point on some cross-cutting issues.

(b) Regional Division DPPA-DPO:

- Monitor, research, and assess political developments in assigned countries within the Regional Divisions, with a view to providing advice and support for DPPA-DPO senior management;
- Prepare briefing papers, talking points and draft communications for senior Secretariat officials;
- Assist in the drafting of the reports, as required;
- Act as a note-taker in substantive meetings;
- Facilitate coordination with other parts of the UN system, as well as with academia and civil society, on relevant issues;
- Provide support for UN interaction with relevant Permanent Missions and regional organizations, including the preparation of joint meetings, as requested;
- Participate in fact-finding, good-offices and other missions to assigned countries, as required;
- Undertake other assignments as requested, including support to mediation and diplomacy activities.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in international relations, political science or other related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

At least two years of relevant professional experience.

Languages:

Fluency in English is required. Strong English drafting ability is required. Knowledge of another UN official

language is an advantage.

Other skills:

Proficiency in computer skills and use of databases, including experience in MS Word, Excel and PowerPoint, as well as use of the Internet and electronic media applications.

UN competencies:

Professionalism: Strong research skills, including ability to evaluate and synthesize information from a variety of sources while working effectively in a stressful environment. Is able to identify and contribute to the solution of problems/issues. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. Good analytical, planning and organizational skills. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Ability to establish priorities and to plan, coordinate and monitor tasks in accordance with the work plan. - 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: Ability to establish and maintain productive partnerships, at the working level and with senior decision-makers. 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 clients

Communications: 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 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.

V. Learning Elements

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

- In-depth knowledge of the UN system and areas of work (particularly political issues), especially with regard to the Department of Political and Peacebuilding Affairs;
- He/she will gain hands-on experience in early warning, conflict prevention, peacebuilding and peace-making initiatives.
- He/she will be able to ensure the preparation of high-level meetings of senior UN officials and to perform

- duties normally assigned to officers working in a Front Office;
- Synthesize information and produce reliable reporting material for senior staff, including use of cartographic products when available;
- He/she will gain experience in mainstreaming a gender perspective into her or his analytical work.
- Broad understanding of the UN system and field operations;
- Develop contacts with a wide range of relevant UN entities
- S/he will learn about the core values of the UN regarding respect for diversity and will have an opportunity to work with people of diverse backgrounds and diverse points of view

VI. Background Information

The Department of Political and Peacebuilding Affairs plays a central role in the prevention and mediation of conflicts, and promotes peacebuilding through the coordination of electoral assistance activities. The Department monitor developments in the world and provide the Secretary-General with analytical reports and briefing notes to inform his decisions and shape his continuous diplomacy with Member States, regional and non-governmental organizations, and other actors. They also support the work of high-level diplomatic missions and provide guidance as well as substantive and operational backstopping to Envoys and Special Political Missions in the field. And contribute, as required, to the substantive servicing of the Security Council and General Assembly on matters pertaining to the region, including through the preparation of briefings and reports.

The JPO will perform the functions of an Associate Political Affairs Officer in one of DPPA-DPO's Regional Divisions.

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 2020 (Born after Jan. 1 1988) (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/>

Please verify the **closing date** on the website of the **Korean Ministry of Foreign Affairs** <https://UNrecruit.mofa.go.kr>. 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 NEW TEPS score of 452 or TEPS score of 800.

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>

* 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.]