United Nations JPO Programme

TERMS OF REFERENCE

Junior Professional Officer (JPO) 18P204

I. General Information
Title:
JPO in Political Affairs

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc):
Political Affairs

Organization/Office:
United Nations Department of Peacebuilding and Political Affairs and Department of Peace Operations,
Office of the Assistant Secretary-General for Africa, The Single Regional Political Operational Structure

Duty Station:
New York, USA

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
Title of Supervisor:
Special Assistant to the ASG for Africa

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.

Upon assumption of duties, the incumbent will participate in a briefing on the UN system. In addition to ongoing discussions regarding tasks to be performed, the incumbent will be given continuous counseling, guidance, training, and mentoring by the supervisor.
III. Duties, Responsibilities and Output Expectations

- Assist as required with the review of incoming and outgoing correspondence and reports, including code cables, notes, letters, and reports, pertaining to peace and security matters in Africa;
- Assist with the review and preparation of talking points, briefing notes and speeches for meetings of the ASG with Members State representatives;
- Accompany the Assistant Secretary-General to meetings with senior officials/ on official travel as required and prepare meeting/ trip notes as necessary;
- Assist with the review and preparation of talking points, briefings and background materials for meetings of the relevant committees of the General Assembly on issues relating to peace operations and Africa, and follow-up on recommendations and decisions made;
- Assist as required with the consolidation of comments from the Office for Africa, review and updating of DPPA and DPO existing and new policies, reports, guidance and other documents;
- Assist with the coordination, consolidation and provision of inputs on budget-related matters, including on Performance Reports and Results-Based Budgeting Frameworks;
- Assist, as the Office of Africa training focal point, with the provision of advice to the ASG on training matters;
- Assist as required with the implementation of special projects, such as supporting the preparation and organization of workshops and retreats, working on logistical aspects, preparing background documentation, preparing meeting notes and reports as needed;
- Perform any other functions as required.

IV. Qualifications and Experience

Education:
Advanced university degree (Master’s degree or equivalent) in political science, international relations, law, public policy, economics or related field.

Work experience:
Minimum of two years of relevant experience in the international field is required.

Languages:
English and French are the working languages of the United Nations Secretariat. Fluency in oral and written English is required. Fluency in either French or Spanish is desirable.

UN competencies:
PROFESSIONALISM: Knowledge of key issues and current developments in peacekeeping, basic familiarity with UN structures and working methods. Proven competence, integrity and reliability in performance and in maintaining positive working relations in a highly demanding and client-oriented environment.

PLANNING & ORGANIZING: Ability to develop 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.

COMMUNICATION: Drafting ability and communication skills, both oral and written; ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.

TEAMWORK: Good interpersonal skills; ability to work in a multicultural, multiethnic environment; supports and acts in accordance with final group decision even when such decisions may not entirely reflect own position; shares credit for team accomplishment and accepts joint responsibility for team shortcomings.

CLIENT ORIENTATION: Considers all those to whom services are provided to be clients and seeks to see things
from their point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps all relevant clients informed of progress or setbacks; meets timelines for delivery of products.

V. Learning Elements

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

▪ Write reports of various types and input into official documentation of peace operations and Africa according UN standards;
▪ Write well-elaborated briefing notes and talking points for senior UN staff;
▪ Develop exposure to political and managerial processes related to peace operations and Africa;
▪ Develop familiarity with the current peace and security situation in Africa;
▪ Formulate programme and budget documents that are standard requirements for all divisions of the Africa Office and the Single Regional Political Operational Structure;
▪ Formulate staffing justifications and job descriptions;
▪ Understand the challenges of coordination within the UN system;
▪ Interact and liaise with a wide range of interlocutors, internal and external.

VI. Background Information

The Single Regional Political Operational Structure is an entity shared between the Department of Peacebuilding and Political Affairs and Department of Peace Operations, which are set to be established on 1 January 2019. It will comprise three regional Assistant Secretaries-General, who will work under the overall guidance and supervision of the Under-Secretaries-General for Political and Peacebuilding Affairs and for Peace Operations, in accordance with their respective mandates and responsibilities.

The Assistant Secretary-General for Africa would be responsible for the day-to-day management of the entire range of political and operational engagements on peace and security issues in Africa. This would include the provision of integrated strategic, political and operational analysis and advice on conflict prevention and sustaining peace, including crisis monitoring and response, to the Under-Secretaries-General and, through them, to the Secretary-General.

The Assistant-Secretary General for Africa would provide leadership and direction for the work in the areas of early warning, preventive diplomacy and mediation, as well as in the management and direction of political engagements and field presences ranging from regional offices to special political missions, peacekeeping operations and, as required, the work of the Resident Coordinators. This would include the provision of situation-specific guidance on policy, political and operational issues to Special Representatives and other senior officials appointed by the Secretary-General. Working closely with the Assistant Secretary-General for Peacebuilding Support, they would ensure the integration of strategies for peacebuilding and sustaining peace in the work of the regional structure.

61. In addition, the Assistant Secretaries-General would serve as the key interface with individual Member States, United Nations governing and legislative bodies and their subsidiary organs on all political and operational peace and security issues. They would also liaise, inter alia, with international, regional and sub-regional organizations, international financial organizations, civil society organizations, women’s groups, youth groups and the private sector, taking into account national priorities and in accordance with relevant mandates.

62. The Assistant Secretaries-General would oversee the development of integrated regional and country-specific strategies, in coordination with United Nations field presences and relevant United Nations and non-United Nations partners, and would ensure that the regional dimensions of conflict and the regional strategies inform mission-specific strategies and solutions.

The Office of Africa The Office is comprised of four regional divisions, which are each headed by a Director at the D-2 level. The front office of the Assistant Secretary-General for Africa includes staff directly assisting and advising the Assistant Secretary-General. The incumbent will work in the front office of the Assistant Secretary-General.