

United Nations JPO Programme



Code#:

Submitted by: _____

Name:

Title:

Duty Station:

Agency/Unit:

Email:

I have no objections to share my contact information with the candidate/donor I agree I disagree

Signature: _____ **Date** _____

Mandatory for field positions: please indicate an HR focal point/ administrative contact person in the field duty station

Name:

Title:

Email:

Approved by (If different from above): _____

Name:

Title:

Duty Station:

Agency/Unit:

Email:

Signature: _____ **Date** _____

** Donor countries expect receiving offices to provide supervision and office space for JPOs.
In order to host a JPO, receiving offices will need to liaise with their own Executive Office in connection with the*



provision of office space including Computer, Telephone and UN Email address.

United Nations JPO Programme



TERMS OF REFERENCE

JPO (Associate Expert)

I. General Information

Title:

JPO in (please enter an existing UN job family)

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

(Please enter the sector of the assignment)

Organization/Office:

United Nations / (Please enter organization/office spelled out)

Duty Station:

(Please enter the city and country of the duty station)

[Non-Family Duty Station: yes / no

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

Direct Supervision by:

(Please enter name of supervisor)

Title of Supervisor:

(Please enter the title of the supervisor)

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.

(Please enter additional details on methodology of supervision, e.g. weekly meeting with the supervisor etc.)

III. Duties, Responsibilities and Output Expectations

(Please enter a detailed list of duties the JPO will have to undertake)

IV. Qualifications and Experience

Education:

Advanced university degree in... (Please enter fields of studies requested)

Work experience:

(min. "2 years")

Languages:

(At least one UN working language)

Other skills:

(Computer skills etc.)

UN competencies:

(Please refer to the OHRM guidelines and choose 3-5 competencies and mention some of their sub areas: e.g. Teamwork: "works collaboratively with colleagues to achieve organizational goals" etc.)

V. Learning Elements

On completion of the assignment, the JPO will have/be able to... (Please indicate clearly defined learning elements that result from the tasks the JPO has to carry out during his/her assignment in the form of measurable results, for instance:

- Write assessment reports
- Assess project proposals
- Draft project budgets according to UN standards
- Formulate job descriptions and project documents to address environmental problems in the region
- To monitor progress in solving the industrial pollution problems and to formulate remedial action proposals
- Etc.)

VI. Background Information

(Please enter some background information about the main function of the office concerned, which provides a framework for the expected performance)

This information should include:

- General information about the organizational structure of the local UN organization (including an organigram), number of international and national staff in the whole office and in the unit where the JPO will be working etc.
- General outlines about the programme or project the JPO will be working in (history, recent developments concerning the programme/project)
- Outline about planned developments concerning the programme/project

PLEASE INCLUDE ALL BACKGROUND INFORMATION IN THIS WORD DOCUMENT (e.g. organigrams) as they will not be sent separately. Thank you!