

<h1>Advertisement</h1>		
UN JPO Programme		
<i>JPO in Counter-Terrorism</i>		
<i>United Nations Headquarters, Office of Counter-Terrorism (UNOCT)</i>		<i>Closing Date</i> <i>10 August 2019</i> <i>7:00AM KST</i>
<u>Vacancy Announcement 19P003</u>		
I General information		
Title:	JPO in Counter-Terrorism	
Sector of Assignment:	Political Affairs/Coordination/Counter-Terrorism	
Country:	USA	
Location (City):	New York	
Agency:	United Nations Secretariat, Office of Counter-Terrorism	
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 Office of Counter-Terrorism		
Under the supervision of the PCU Political Affairs Officer, and through consultations with experts and practitioners from UNOCT and entities, the incumbent will:		
<ul style="list-style-type: none"> • Contribute to the work plan of UNOCT as a whole, and in particular, carry out specific tasks support the implementation of the United Nations Global Counter-Terrorism Coordination Comp (hereafter “Global Compact”). • Assist in the provision of secretariat support to the Global Compact Coordination Committ including the organization of regular meetings, the development and implementation of a work p and a common monitoring and evaluation framework. • Assist in the planning, preparations and reporting on high-level and working-level meetings betwe UNOCT and the parties to the Global Compact. • Assist in maintaining a matrix of all projects and relevant activities of the parties to the Glo Compact by country and theme. • Assist in the preparation of briefing materials, remarks, presentations, and reports regarding t Global Compact and its implementation, as well as the work of the Global Compact Task Fo interagency Working Groups. • Act as focal point in UNOCT/PCU for designated Global Compact Task Force interagency Work 		

Groups, including supporting the Working Group Chair(s), recording relevant documents produced by the Working Groups, attending and reporting on Working Group meetings.

- Assist in preparing background notes, talking points and remarks for meetings and official travels of the Secretary-General, the Deputy Secretary-General and the Under-Secretary-General for Counter-Terrorism.
- Performs other related duties as required.

III Training component: Learning elements and expectations

Upon completion of the assignment, the JPO will have:

- An in-depth understanding of the mandate, programme and operations of the UN, UNOCT, counter-terrorism entities and their activities, as well as their inter-agency coordination in relation to the four Pillars of the Global Counter-Terrorism Strategy;
- A good understanding of UN affairs (particularly political issues) and functioning, with a focus on conflict prevention and crisis management;
- Experience in preparing high-level meetings and travels of senior UN officials;
- Experience supporting inter-agency coordination processes;
- Experience in synthesizing information and producing reliable briefing materials for senior staff;
- Enhanced skills in writing reports, statements, remarks and talking points;
- A network of contact with wide range of relevant entities member of the United Nations Global Counter-Terrorism Coordination Compact;
- Experience in planning, time management and working effectively in a multi-cultural environment.

IV Supervision

Title of supervisor:

Political Affairs Officer (P-4), Policy and Coordination Unit (PCU)

Content and methodology of supervision:

The JPO will be supervised on a day-to-day basis. An annual work plan will be agreed upon with the supervisor at the start of the assignment and will be updated as needed. There will be a review and planning discussion with the supervisor on a regular basis. A staff performance review will be conducted every year (including mid-term review) in line with UN rules and regulations.

V Required Qualifications and Experience

Education:

Advanced university degree in political science, international law, international relations or other relevant field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Working experience (incl. internships and volunteering):

Minimum of 2 years of work experience in international affairs or international policy making, and proven experience in drafting policy papers, reports and summaries on counter-terrorism or political matters, as well as in conducting research and providing timely input on policy questions.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Knowledge of another United Nations official language is highly desirable.

Other skills:

- Good knowledge of United Nations and other counter-terrorism conventions, instruments and documents, in particular the UN Global Counter-Terrorism Strategy and its four pillars.
- Experience with results-based management and monitoring and evaluation, is an asset.

UN competencies:**Professionalism:**

Ability to complete in-depth studies and analysis of the threat of terrorism and violent extremism globally. Demonstrates professional competence and mastery of counter-terrorism analysis; Shows pride in work and in achievements; 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.

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.

Planning and 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.

VI Background information on Agency/Department/Section

UNOCT was established by the General Assembly in June 2017. The Office has five main functions: (a) provide leadership on the General Assembly counter-terrorism mandates entrusted to me from across the United Nations system; (b) enhance coordination and coherence across the 38 Counter-Terrorism Implementation Task Force [now Global Counter-Terrorism Coordination Compact] entities to ensure the balanced implementation of the four pillars of the Strategy; (c) strengthen the delivery of United Nations counter-terrorism capacity-building assistance to Member States; (d) improve visibility, advocacy and resource mobilization for United Nations counter-terrorism efforts; and (e) ensure that due priority is given to counter-terrorism across the United Nations system and that the important work on preventing violent extremism is firmly rooted in the Strategy.

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>

* 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.]