

<h1>Vacancy announcement</h1>		
<h2>UN JPO Programme</h2>		
<h3>JPO in Programme Management</h3>		
<i>Junior Professional Officer (JPO), Departments of Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO), Office of the Director for Coordination and Shared Services (ODCSS)</i>		
		<b>Closing date</b> <b>6 May 2021</b> <b>6 am EST</b>
<b><u>Vacancy Announcement # 21P081</u></b>		
<b>I General information</b>		
<b>Title:</b>	JPO in Programme Management	
<b>Sector of Assignment:</b>	Peace Operations	
<b>Country:</b>	USA	
<b>Location (City):</b>	New York	
<b>Agency:</b>	Departments of Political and Peacebuilding Affairs and Peace Operations (DPPA-DPO), Office of the Director for Coordination and Shared Services (ODCSS)	
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years	
<b>Grade:</b>	P2 step 1 in the first year	
<b>Note:</b> This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of Finland and is addressed exclusively to candidates with Finnish citizenship. Candidates should be no more than 32 years of age (i.e born on or after 7 May 1989) at the time of application. More information on the Finnish JPO Programme can also be found on the website of the <a href="#">Ministry of Foreign Affairs of Finland</a> .		
<b>II Duties, responsibilities and Output Expectations</b>		
<p>The Director of Coordination and Shared Services leads the Peace and Security Reform Team, as well as the Gender Parity Team. The JPO will support the Director and those teams in promoting the successful implementation of the Peace and Security Reform and. helping embed a shared, dynamic culture in the Departments. Promoting staff development, including at the leadership levels, gender parity and an optimal workplace environment for the staff of the pillar are part of the core functions of the Office of Coordination and Shared Services.</p> <p>The JPO's responsibilities will include</p> <ul style="list-style-type: none"> <li>• Organizing a range of activities in support of the reforms of the Peace and Security Pillar.</li> <li>• Helping implement innovations in the workplace, including post-COVID, e.g. through organizing</li> </ul>		

events to promote innovation and new working practices.

- Organizing training, mentoring and coaching opportunities, in particular for junior and female staff, including coordination of nominations and participation.
- Supporting the implementation of the DPPA-DPO Gender Parity and Uniformed Gender Parity Strategies.
- Managing the implementation of the Chief of Staff Development Programme and the biennial Chief of Staff conference.
- Prepare briefing notes and other materials on the areas within their responsibility.
- Perform other duties as required.

### **III Training component: Learning elements and expectations**

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

- Be familiar with the UN reform processes and have worked closely to support them.
- Be aware of and be able to develop and support culture change and career development initiatives, including for senior UN staff.
- Develop and support gender parity strategies.
- Be familiar with the UN Secretariat Human Resources System.
- Understand how UN Headquarters supports and manages peace operations, including through political and substantive guidance, administrative support, crisis management, and other advisory and strategic issues.
- Manage programmes and coordinate effectively with a wide range of stakeholders

### **IV Supervision**

**Title of Supervisor:**

Head of Office of the Director for Coordination and Shared Services, DPPA-DPO

**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 the JPO's performance. The system is based on an agreed work plan and regular performance discussions as well as bi-annual performance reviews. The JPO will also have a weekly meeting with the supervisor.

### **V Required Qualifications and Experience**

**Education:**

Advanced university degree (Master's degree or equivalent) in international relations, public administration, management or a related field.

**Working experience (incl. internships and volunteering):**

Two years of experience in programme management, international affairs, and / or training and career development is required. Experience working on issues related to international peace operations or crisis management is an advantage. Experience in organizing events is desirable. Experience in drafting communications is desirable. Experience in analyzing, synthesizing and presenting quantitative and qualitative data is desirable.

**Languages:**

For this position, fluency in English is required: knowledge of French is highly desirable.

**Other skills:**

Strong coordination skills and ability to work with multiple stakeholders and clients. Ability to draft clearly and concisely in English. Strong analytical and IT skills, including in Excel.

**UN competencies:**

**PROFESSIONALISM:** 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;

**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

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

**PLANNING & 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

**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.

**VI Background information on Agency/Department/Section**

The Office of the Director for Coordination and Shared Services enables, directs and coordinates departmental efforts to ensure the effective integration and management of the Department of Political and Peacebuilding Affairs (DPPA) and the Department of Peace Operations (DPO), on behalf of the Under Secretaries-General. The Office of Director comprises the Front Office, the Executive Office, the Strategic Communications Section, the Information Management Unit, the Leadership Support Section and the Focal Point for Security Team.

DPPA focuses primarily on five action areas in international peace and security, ensuring sound analysis and early warning, preventing conflict and engaging in peace making, managing political crises and violent conflicts, sustaining peace, and enhancing partnerships. The Department's mandate is to prevent and resolve conflict through inclusive political solutions.

DPO provides political and executive direction to UN peacekeeping operations around the world and maintains contact with the Security Council, troop and financial contributors, and parties to the conflict in the implementation of Security Council mandates. The Department works to integrate the efforts of UN, governmental and nongovernmental entities in the context of peacekeeping operations. DPO also provides guidance and support on military, police, mine action and other relevant issues to other UN political and peacebuilding missions.

## **VII How to apply**

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=6>

Applications must be received no later than **6 May 2021, 6 am (Eastern Time UTC-5, New York USA)**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

**Only short-listed candidates will be contacted thereafter.**