

Vacancy announcement

UN JPO Programme

JPO in Interagency Coordination

Junior Professional Officer (JPO), Secretariat of the United Nations System Chief Executives Board for Coordination (CEB)



Closing date
25 May 2021
6 am EST

Vacancy Announcement # 20P053

I General information

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| Title: | JPO in Interagency Coordination |
| Sector of Assignment: | Interagency Coordination |
| Country: | USA |
| Location (City): | New York |
| Agency: | Secretariat of the United Nations System Chief Executives Board for Coordination (CEB) |
| Duration of Assignment: | Initially one year with the possibility to extend up to 3 years |
| Grade: | P2 step 1 in the first year |

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of Belgium and is addressed exclusively to candidates with Belgian citizenship. Candidates should be no more than 32 years of age as of 31 December of the year of application. More information on the Belgian JPO Programme can also be found on the following website:

http://diplomatie.belgium.be/fr/politique/cooperation_au_developpement/emplois/offres_emplois_internationales/jpo/

II Duties, Responsibilities and Output Expectations

The JPO will serve as Special Assistant to the Director of the Secretariat of the United Nations System Chief Executives Board for Coordination (CEB). The Director, who reports to the UN Secretary-General, oversees two offices: the Secretariat of the CEB High-level Committee on Programmes (New York) and the Secretariat of the CEB High-level Committee on Management (Geneva). The JPO will have a very close working relationship with the Director, fulfilling the role of a Special Assistant as well as supporting the substantive work of the CEB and its subsidiary machinery.

Under the direct supervision of the Director of the CEB Secretariat, the incumbent will perform the following duties:

Support the Director of the CEB Secretariat in executing her duties:

- Provide assistance to the Director in the strategic management of the Office
- Identify, research, analyze, prepare and/or organize information and briefing materials for the Director to facilitate decision-making and leadership and/or to prepare the Director's participation in meetings and missions/key events
- Contribute to the planning and organization of the Director's meetings and missions
- Draft speaking notes and/or prepare presentations for delivery by the Director, as needed; support the follow-up to meetings, including preparing notes and briefings to staff, as appropriate
- Review correspondence and relevant official documents highlighting pertinent information and those requiring attention or action, and ensuring follow-up, where required

- Ensure the timely follow-up to the Director's directives, including the effective dissemination of pertinent information to CEB staff and relevant staff in other offices and UN system organizations
- Liaise with the Executive Office of the Secretary-General, the CEB Geneva office, the front offices and liaison offices of CEB member organizations, permanent missions, and other parties on behalf of the Director
- Accompany the Director to and provide support at meetings with UN system officials, Member States' representatives, and other stakeholders, as required
- Assist the Director in managing the resources of the Office, including by undertaking actions related to the administration of human resource activities (e.g., recruitment); assisting in developing the CEB work programme and budget; and monitoring budget/work programme with respect to Headquarters' budget, trust funds and grants
- Perform other duties which may be requested by the Director

Support the work of the CEB:

- Assist, through information collection and analysis, in carrying out research and preparing papers on issues of system-wide importance, including with respect to emerging issues of interest to CEB
- Follow intergovernmental and interagency meetings on issues of system-wide interest and prepare summary reports
- Assist in monitoring the work of inter-agency networks and expert groups in the programme area, with a view to enabling CEB to provide, where necessary, policy guidance to the coordinating bodies concerned
- Assist in keeping track of the work plans and meeting schedules of the two CEB high-level committees (High-level Committee on Programmes and High-level Committee on Management), provide logistical support in coordinating their efforts, and assisting in tracking the timely implementation of their decisions
- Provide substantive and organizational support to meetings of CEB and its subsidiary machinery, including preparing background documents and assisting with logistics
- Contribute to the preparation of mandated reports to intergovernmental bodies, including the Committee for Programme and Coordination (CPC), the Economic and Social Council (ECOSOC) and the General Assembly (e.g., budget documents, the Annual Overview Report, and other reports on issues of interest to the UN system, such as those involving the Joint Inspection Unit)
- Provide substantive and research support to information and knowledge-sharing among CEB member organizations, including through electronic networking and posting of material on the CEB website and social media vehicles
- Perform other duties which may be required

III Training component: Learning elements and expectations

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

- Develop a comprehensive understanding of UN system organizations and interagency mechanisms
- Gain substantive knowledge of programmatic, administrative and operational issues relevant to all members of the UN system
- Hone skills in research and analysis
- Enhance his/her understanding of a range of intergovernmental processes (related to substantive issues as well as programme planning, budgeting and oversight)
- Be exposed to strategic planning, decision-making and coordination at the highest levels of the UN system organizations, across programmatic, administrative and operational perspectives
- Cultivate a network of contacts across the various UN system entities
- Sharpen his/her ability to prepare a wide range of written products for a UN audience, including meeting summaries, background papers, analytical notes, talking points, official correspondence, input to official reports, and content for websites and other social media vehicles
- Become familiar with and be able to execute the UN's administrative policies and procedures (e.g., on human resources, finance and budget, procurement)

IV Supervision

Title of Supervisor:

Director, Secretariat of the United Nations System Chief Executives Board for Coordination (CEB)

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.

The yearly work-plan evaluation would be completed after the first year of service with close performance monitoring and appraisal as required. Ongoing discussions would take place between the supervisor and supervisee throughout the reporting period regarding tasks to be performed. This would include daily meetings to review priorities and status of activities, regular guidance on how to accomplish work assignments and meet goals, routine feedback on work products, monitoring of progress against work plan, and periodic informal assessment of performance.

V Required Qualifications and Experience

Education:

Advanced university degree in economics, social sciences or related field.

Working experience (incl. internships and volunteering):

A minimum of two years of experience in social/economic development and/or policy analysis; experience at the international level is desirable.

Languages:

Fluency in written and oral English is essential; knowledge of French or another official UN language is an advantage.

Other skills:

Excellent research and communication skills; strong computer skills. Knowledge of the institutions of the UN system is an asset.

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

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

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

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

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 UN System Chief Executives Board for Coordination (CEB) is the highest inter-agency body for coordination in the UN system on social, economic and related matters. CEB is chaired by the UN Secretary-General and is composed of the executive heads of 31 organizations of the UN system. It aims to advance cooperation and coherence among UN system organisations (specialised agencies, funds and programmes, and other related organisations) in programme and management areas through a coordinated approach on issues of system-wide concern. The CEB meets twice a year.

Substantive inter-agency work is carried out by the CEB's two pillars: the High Level Committee for Programmes (HLCP) and the High Level Committee for Management (HLCM). These bodies meet twice a year prior to CEB meetings, in order to ensure that their work feeds into CEB discussions. These pillars provide direction and guidance to substantive networks, working groups and task forces in each area under their responsibility. Agendas focus on harmonizing efforts between organizations, but new and emerging issues that require policy coherence are also addressed, in particular the system-wide follow-up to the 2030 Agenda for Sustainable Development.

HLCP promotes policy coherence and system-wide cooperation, coordination and knowledge sharing in strategic programme areas and addresses development challenges of system-wide concern, including implications of frontier technologies on the achievement of the Sustainable Development Goals (SDGs). The Committee is comprised of senior programmatic managers from member organization of the United Nations system and meets twice a year.

HLCM identifies and analyzes administrative management reforms with the aim of improving efficiency and simplifying business practices. The Committee is comprised of senior administrative managers from the member organizations of the United Nations system who meet twice a year. It is supported by networks in Finance and Budget, Human Resources, Procurement, ICT, and Security Management, as well as the Task Force on Accounting Standards.

The CEB Secretariat's functions include:

- organizing and following up on all CEB, HLCP and HLCM sessions;
- supporting the work of the chairs of the HLCP and HLCM as well as their Networks and Working Groups;
- providing analysis to bolster strategic discussions of the CEB and its Committees;
- coordinating and facilitating best practices among UN system organizations on major policy and programme trends;
- strengthening engagement with intergovernmental bodies; and
- providing access to the UN system for Member States and the broader public.

The Secretariat is composed of two offices, one in New York supporting the HLCP, and one in Geneva supporting the HLCM. Please see the organigramme, overleaf, illustrating the staffing of both offices.

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=10>

Applications must be received no later than **25 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.