

Vacancy announcement

UN JPO Programme

JPO in Political Affairs

*United Nations Department of Political and Peacebuilding Affairs (DPPA),
Asia and the Pacific Division (APD)*



Closing date
15 July 2021
6.00 am EST, New York

Vacancy Announcement # 19P283

I General information

Title:	JPO in Political Affairs
Sector of Assignment:	Political Affairs
Country:	USA / China
Location (City):	1st year New York (a transfer to Beijing for the 2nd year is anticipated)
Agency:	United Nations Department of Political and Peacebuilding Affairs (DPPA), Asia and the Pacific Division (APD)
Duration of Assignment:	1 year (with possible extension for up to three 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 Norway and is addressed exclusively to candidates with Norwegian citizenship. Candidates should be no more than 32 years of age at the time of application. More information on the Norwegian JPO Programme can also be found on the website of the [Norwegian Ministry of Foreign Affairs](#)

II Duties, Responsibilities and Output Expectations

Under the guidance of the DPPA Liaison Officer in Beijing and in consultation with the Team Leader in New York, the JPO will:

- Assist the DPPA Liaison Officer to follow, research, and assess political developments in assigned countries within the Northeast Asian region with a view to providing advice and support for DPPA senior management;
- Prepare briefing papers, talking points and draft communications for senior Secretariat officials;
- Assist in the drafting of reports, as required;
- Act as a note-taker in substantive meetings;
- Facilitate coordination with other parts of the UN system, as well as with academia and civil society, on relevant issues;
- Provide support for UN interaction with relevant diplomatic missions and stakeholders in the region, including the preparation of joint meetings, as requested;
- Participate in missions to assigned countries, as required;
- Support the DPPA Liaison Officer on specific projects in particular women, peace, security and youth, peace and security in close cooperation with DPPA HQ;
- Undertake other assignments as requested.

III Training component: Learning elements and expectations

On completion of the assignment, , the JPO will have acquired knowledge of United Nations efforts in the field of preventive diplomacy, mediation, electoral support and other areas as appropriate, both at the level of the assigned countries and globally; experience with relevant multilateral mechanisms; and experience monitoring political developments, preparing analytical reports and providing policy advice on relevant issues.

IV Supervision

Title of Supervisor:

DPPA Liaison Officer

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 his work plan. The final work plan will be discussed and mutually agreed between 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.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in relevant discipline in political science, international relations or related area. A first level university degree with a relevant combination of academic qualifications and experience in political science, international relations or related area may be accepted in lieu of the advanced university degree.

Work experience (incl. internships and volunteering):

A minimum of two years of progressively responsible experience in political science, international relations or related area. Experience producing political analysis and identifying policy options, or similar tasks.

Languages:

English and French are the working languages of the UN Secretariat. For this JPO position, fluency in English is required. Knowledge of another UN official language is desirable.

Other skills:

Proven drafting and editing ability required. Excellent interpersonal skills are required. Experience serving in the field is an advantage.

UN competencies:

PROFESSIONALISM: Demonstrated ability to conduct in-depth analytical studies and reach conclusions on possible causes and solutions to political problems; good knowledge of policies and practices of the UN in conflict resolution and management. Ability to identify and analyze political, ethnic, racial, social and economic problems that cause civil unrest in a country or geographic area. 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;

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

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

DPPA's core functions are in the areas of conflict prevention, peace-making and peacebuilding. The DPPA Liaison Officer reports to the Asia and the Pacific Division and the Europe and Central Asia Division at UNHQ New York and their work involves monitoring, analysis, outreach and establishing partnerships in Northeast Asia and with the Shanghai Cooperation Organization (SCO).

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=9>

Applications must be received no later than **15 July 2021, 6.00 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.