

Vacancy announcement

UN JPO Programme

JPO in Political Affairs

*United Nations
Department of Peace Operations (DPO),
Office of the Under-Secretary-General (OUSG),
Front Office*



Closing date
6 August 2021
24:00 KST

Vacancy Announcement #21P078

I General information

Title:	JPO in Political Affairs
Sector of Assignment:	Political Affairs / Peacekeeping
Country:	USA
Location (City):	New York
Agency:	United Nations Department of Peace Operations (DPO), Office of the Under-Secretary-General (OUSG), Front Office
Duration of Assignment:	Initially one year with the possibility to extend for a 2 nd year
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 the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:
<https://UNrecruit.mofa.go.kr>

II Duties, Responsibilities and Output Expectations

The JPO will be expected to support the Front Office Team in:

- monitoring developments in designated peacekeeping operations, through incoming and outgoing cables, correspondence, media and other documents; bringing issues of importance to the attention of the Front Office Team and the Under-Secretary-General;
- reviewing United Nations reports and other documents as well as correspondence for the Under-Secretary-General and ensuring quality control;
- assisting with the coordination and the preparation of the Under-Secretary-General's meetings, as well as attending, preparing notes and assisting with follow-up action, as required;
- preparing and serving as note-taker of other meetings, as required;
- coordinating and compiling briefing notes/talking points/background materials for the Secretary-General, the Deputy Secretary-General and the Chef de Cabinet on peacekeeping issues, as required;
- facilitating coordination and liaison within DPO and other parts of the United Nations system;
- preparing the organizational and substantive aspects of the Under-Secretary-General's travel and representational activities, as required.

III Training component: Learning elements and expectations

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

- Developed familiarity with political and managerial processes related to designated peacekeeping operations;
- Demonstrate a comprehensive understanding of the key challenges facing DPO;
- Interact and liaise with a wide range of interlocutors, internal and external;
- Understand the challenges of coordination within the UN system.

IV Supervision

Title of Supervisor:

Chief of Office (Principal Political Affairs 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 the JPO's performance.

The JPO will be supervised by the Principal Political Affairs Officer through direction and tasking on specific projects and activities. Work streams will be monitored and discussed regularly at the Team level, along with completion of an agreed work plan and implementation of a performance appraisal process.

V Required Qualifications and Experience

Education:

Advanced university degree in International Relations, Political Affairs, International Law, or related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience (incl. internships and volunteering):

A minimum of two years of professional work experience in the international field.

Languages:

Fluency in oral and written English required. Fluency in oral and written French desirable.

Other skills:

Proficiency in Microsoft Office and other relevant applications required.

UN competencies:

Professionalism: Knowledge of political and managerial dimensions of UN peacekeeping; ability to remain calm in stressful situations; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

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 audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing other's 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.

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.

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 JPO will work in the Front Office of the Under-Secretary-General for Peace Operations. The Under-Secretary-General is responsible for advising the Secretary-General on all matters related to the planning, establishment, direction, management, and conduct of United Nations peacekeeping operations and the special political mission under the responsibility of the Department. The Front Office is headed by the Principal Political Affairs Officer and includes a small number of Political Affairs Officers.

The Front Office provides the Under-Secretary-General with direct support in the full range of his functions, including:

- Providing strategic, operational and policy advice to the Under-Secretary-General;
- Coordinating the work of DPO and liaising with partners, such as EOSG, DPPA and DOS on behalf of the Under-Secretary-General;
- Reviewing and drafting documents for the Under-Secretary-General;
- Preparing the Under-Secretary-General's meetings, representational activities and travel.

VII General requirements for the JPO Programme of the Republic of Korea

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2021 (Born on or after Jan. 1 1989) (The maximum age limit for those who served in the military will be extended accordingly*)
- Male applicants shall have completed the Korean military service or be exempted from it.

* 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.

* To be discharged from military service in the year of the application may apply

VIII How to apply

Applicants should submit their application electronically directly to the Organization.

All documents should be in English.

Candidates for this position apply **online** via the Online Application System (OAS)* portal link provided on <https://www.un.org/development/desa/jpo/vacancies/2021/06/jpo-programme-of-the-republic-of-korea/>

*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **6 August 2021 (24:00 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.

IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register
- A copy of the university degree
- A certificate of English language proficiency. Applicants should submit a minimum of
(1) IBT TOEFL score of 100 (or PBT TOEFL 600 and above) or
(2) NEW TEPS score of 430 or
(3) IELTS 7 or (4) TOEIC 900
(TOEFL 'MyBest Scores' are not accepted)
- 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.
- 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
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[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.]