



## **United Nations – Secretariat**

### **United Nations Office for Disarmament Affairs (UNODA)**

### **Junior Professional Officer Program (JPO) Chiffre Nr. 2024-1-10**

## **TERMS OF REFERENCE**

### **I. General Information**

**Title:** JPO in Disarmament Affairs

**Sector of Assignment:** Disarmament Affairs

**Organization/Office:** United Nations / UN Office for Disarmament Affairs (UNODA) / Conventional Arms Branch (CAB)

**Country and Duty Station:** New York, USA

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

### **II. Supervision**

**Title of Supervisor:**  
Senior 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 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.

### **III. Duties, Responsibilities and Output Expectations**

This position with high responsibilities and steep learning opportunities combines an expected deepening of substantive knowledge on UN arms control measures, with a

sustained exposure to all elements of project management.

Transparency and confidence building measures help to prevent conflict by providing States with practical tools to exchange information, build trust and reduce tensions at the bilateral, regional or global level. Such measures help reduce excessive or destabilizing accumulations of arms and prevent misperceptions, miscalculation and escalation between States. Ultimately, they contribute to the creation of favourable conditions for the achievement of the 2030 Agenda for Sustainable Development.

To promote transparency in military matters, the UN General Assembly established two universal instruments, the UN Report on Military Expenditures (UNMilEx) and the UN Register of Conventional Arms (UNROCA). UNMilEx, established in 1980, is aimed at reducing excessive military spending and provides an opportunity for States to share information on their annual military expenditures with other Member States and the broader public. The UNROCA instrument was born out of conflict to identify the dangerous and excessive accumulation of arms, help track the diversion of equipment and serve as an early warning mechanism back in 1991.

Considering the volume of transparency and confidence building measures related work in its Conventional Arms Branch, UNODA is seeking a JPO to provide the required support. Under the supervision of the Political Affairs Officer, the incumbent will, as required:

- Assist in monitoring developments related to global military expenditures, arms trade, including export control mechanisms and on confidence building measures;
- Assist in the operation of the UNROCA and UNMilEx databases;
- Maintain and help overhaul the UNROCA and UNMilEx databases;
- Update and upload submissions from Member States to the databases of the transparency instruments (UNROCA and UNMilEx) and provide assistance to Member States, as requested;
- Support the implementation of the UNROCA and UNMilEx Group of Governmental Experts (GGE) recommendations;
- Liaise with technical consultants and staff on reporting tools and database issues and search for solutions;
- Assist in preparing and consolidating the Secretary General's reports on military expenditures and on conventional arms;
- Assist in the organization of the UNROCA Informal Group of Friends;
- Maintain a database of national points of contact of the transparency instruments;
- Assist with all aspects related to the Group of Governmental Experts (GGEs) of the transparency instruments;
- Update the transparency instruments' webpages on a regular basis and propose ways to improve them;
- Update and expand web-based information on military confidence-building measures (CBMs);
- Maintain contact with regional organizations to promote dialogue on the implementation of military CBMs;
- Assist in preparing financial and narrative reports for donor countries;
- Assist on the organization of meetings, workshops and side events;
- Assist in related work of the Branch;
- Perform other related duties as required.

#### **IV. Qualifications and Experience**

##### **Education:**

**Master's degree** in public/business administration, economics, political science, international relations, law, or other related area.

**Work experience:**

A minimum of two years of relevant work experience in political sciences, international relations, public administration, international law or related field. In particular experience with drafting short analyses, background notes, talking points etc.

**Languages:**

English and French are the official working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of other official UN language is desirable, in particular French and/or Spanish.

**Other skills:**

Knowledge of issues related to the arms trade, military expenditures, export control, and confidence building measures is a strong asset.

Good to advanced knowledge of relevant computer applications such as Word, Excel, Access and PowerPoint.

**UN competencies:**

**PROFESSIONALISM:** Basic understanding of the UN system; interest in how arms regulation can improve security at the national, regional and global levels; good research, analytical and problem-solving skills; ability to work with minimal supervision and to define priorities. 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:** Excellent interpersonal skills and ability to establish partnerships and working relations within the Office and outside. Ability to work in a multicultural and multi-ethnic environment with respect for diversity. 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.

**COMMITMENT TO CONTINUOUS LEARNING:** Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve.

**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.

## **V. Learning Elements**

On completion of the assignment, the JPO will have become skilled in report analysis, liaising with UN member States and other stakeholders. She/he will have been engaged in overseeing and reviewing national reports submitted to UNROCA and UNMilEx. She/he will have become well-versed in professional communication and follow-up with project stakeholders, with entities within the UN system which need to be engaged. The JPO will also have become fully conversant on issues pertaining to arms trade, transparency instruments and confidence building measures. The JPO will have obtained an excellent sense of the value of taking initiative, of applying the correct working procedures, and of persistence in following through in a bureaucratic environment.

## **VI. Background Information**

The JPO would be working in the Conventional Arms Branch (CAB) of the United Nations Office for Disarmament Affairs (UNODA). The Branch covers all aspects of conventional disarmament and arms regulation, including 'armed violence', small arms and light weapons, ammunition stockpile management, the Register of Conventional Arms and the Report on military expenditures.

For further information: [www.un.org/disarmament](http://www.un.org/disarmament).

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2024-1-10 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**