



United Nations – UN-Secretariat Executive Office of the Secretary-General (EOSG)

Junior Professional Officer Program (JPO), Chiffre Nr. 2024-1-13

TERMS OF REFERENCE

I. General Information

Title: JPO in Political Affairs and Communication

Sector of Assignment: Strategic Planning, Political Affairs and Communication

Organization/Office:

United Nations / Executive Office of the Secretary-General (EOSG)/ Secretariat of the Secretary-General's Scientific Advisory Board

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:

Head of the Secretariat of the Secretary-General's Scientific Advisory Board

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work 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.

During the assignment, the JPO will be provided "on the job" training, with extensive coaching by supervisors, and regular collaboration with senior staff. Furthermore, the JPO will be able to attend self-funded and no-cost training events in the area of work. Regular daily and periodic review of the work in progress as well as the evaluation of performance will

take place informally as needed. Within the context of the United Nations performance appraisal evaluation procedure, the JPO will prepare a personal work plan, encouraging a higher-level involvement in the planning, delivery and evaluation of his/her work. This includes a mid-term review and year-end review. An important function of the performance appraisal is to promote communication between staff members and supervisors on the goals to be achieved, and the basis on which individual performance will be assessed, encouraging teamwork in the process.

III. Duties, Responsibilities and Output Expectations

Under the supervision of the Head of the Secretariat of the Secretary-General's Scientific Advisory Board and within the framework of the Strategic Planning and Monitoring Unit, the JPO:

- Supports the emergence of Unit's new capabilities in data, digital, innovation, strategic foresight and behavioral science, aligned with the Secretary-General's Quintet of Change priorities;
- Supports the planning and implementation of the Secretariat's and Board's work: the JPO assists with the provision of information, analysis, and policy advice for the attention of senior management on selected emerging science risks and opportunities;
- Liaises regularly with Board members and network institutions: the JPO upholds contact with the experts to facilitate their efficient engagement and collaboration on requests, policy briefs, and events. Where needed, the JPO supports in creating working groups to address thematic priorities;
- Supports follow up communications, and outreach activities: the JPO supports the creation and implementation of communication strategies for dissemination of information, advocacy in favour of science diplomacy, and the development of novel partnerships to bridge science and policy;
- Monitors the implementation of the Board's work: the JPO tracks requests and deadlines, managing bottlenecks and flagging risks to the implementation of the Board's mandate;
- Works to fulfil reporting requirements: the JPO supports the Secretariat in preparing narrative reporting to resource partners, in close cooperation with other officers in the Secretariat.

IV. Qualifications and Experience

Education:

Master's degree in a relevant field such as science, technology, public policy, or international relations.

Work experience:

A minimum of two years of related work experience in the thematic areas of political affairs, science diplomacy, management consulting, policy development, strategic communication, and/or leadership support.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required, including excellent writing skills. Knowledge of other UN official languages 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.

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.

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

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/be able to:

- Prepare and assess analytical products related to science diplomacy, technology, and public policy.
- Engage in effective coordination of inter-agency groups, implementing the Secretary-General's system-wide priorities and communicating to different international audiences.
- Have a clear understanding of the UN's work on science diplomacy, innovation, as well as thematic topics of climate change and artificial intelligence, and their link to UN programmes.
- Experience in liaising with a broad group of stakeholders, including Member States, donors, UN departments and entities, and civil society actors.

VI. Background Information

Empowered by broad General Assembly support (A/RES/76/6) for Our Common Agenda (A/75/982), the Secretary-General's Scientific Advisory Board plays a crucial role in bridging the gap between science and policy, ensuring that UN policies and programs are based on the best available scientific evidence and expertise. Through the Board, the UN can better anticipate and address emerging science and technology issues, harness their benefits, and help mitigate potential risks globally. The Board's engagement with a diverse global Scientific Network ensures inclusivity and brings diverse perspectives to inform UN policies and actions.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2024-1-13 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de