



## **United Nations System Staff College (UNSSC)**

### **Junior Professional Officer Program (JPO) Chiffre Nr. 2024-1-29**

## **TERMS OF REFERENCE**

### **I. General Information**

**Title:** JPO Junior Programme Officer

**Main Sector of Assignment:** Learning & Knowledge Services (LKS)

**Detailed Sector of Assignment:** Office of the Deputy Director, LKS

**Organization/Office:** United Nations System Staff College (UNSSC)

**Country and Duty Station:** 1.Year: Italy, Turin, 2.Year: Germany, Bonn

**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. Background**

The United Nations System Staff College (UNSSC), with its Headquarters in Turin (Italy) and an Office in Bonn (Germany), is the learning institution of and for UN staff and its partners.

UNSSC delivers learning programmes and provides a space for learning to UN staff and relevant partners at all levels, functions, and locations. UNSSC is uniquely positioned above institutional silos and works in partnership with a wide array of UN entities, inter-governmental organizations, academic institutions, and civil society organizations. By fostering a common leadership and management culture, as well as a shared understanding of the policy and operational challenges facing the UN, UNSSC helps the UN system drive sustainable change and results in line with the 2030 Agenda, and the norms and principles of the United Nations in a continuously evolving and complex world.

With over 150 courses per year, and other learning opportunities such as conferences and workshops, UNSSC focuses on three main areas of the UN operation: peace and security, sustainable development, and the reform of the UN system. It also offers learning solutions in the context of UN 2.0 for a future-fit UN.

The Junior Programme Officer will work in the office of the Deputy Director, Learning & Knowledge Services (LKS). LKS manages all programmatic activities of the UNSSC, ensuring academic rigour, quality, and relevance of the different learning products designed and delivered across the College and provides strategic direction. The JPO will be supporting the Deputy Director and her team.

### **III. Supervision**

#### **Title of Supervisor:**

Deputy Director, Learning & Knowledge Services (LKS)

#### **Content and methodology of supervision:**

As part of the JPO programme, the incumbent will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key results;
- Effective supervision through knowledge sharing and performance, and development feedback throughout the assignment;
- Easy access to the supervisor;
- Participation in Team/Office meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly Performance Assessment Process (PAS);

### **IV. Responsibilities**

The JPO will support the Deputy Director, LKS, and senior management in the implementation of strategic priorities with regard to the overall direction and quality of UNSSC programmatic services, internal programmatic coherence, and communication. The JPO will help to develop, monitor, and implement initiatives that advance and support UNSSCs efforts to foster a common leadership and management culture, as well as a shared understanding of the policy and operational challenges facing the UN across entities and levels and that further position UNSSC as a relevant and responsive knowledge broker for the system. The position will help make the UNSSC more impactful in its learning activities in the area of sustainable development, peace and security and UN reform. It will thus contribute to improving the capacities of the UN and its partners to deliver on global priorities such as the 2030 Agenda.

Specifically, and within delegated authority, the Junior Programme Officer will be responsible for the following duties:

- Provide technical and substantive support to the work of the Deputy Director, LKS with regard to the overall direction and quality of UNSSC programmatic services, internal programmatic coherence, and communication.
- Participate in the development, implementation and evaluation of strategy and projects; monitor and analyse their development and implementation; review relevant correspondence, documents and reports and liaises with substantive and administrative units of UNSSC to obtain timely information on relevant activities.

- Research, analyse, consolidate and present information gathered from various sources and prepare presentations, briefings, and background papers.
- Participate in management meetings and retreats; organize, prepare agendas and summaries, as well as follow-up on decisions.
- Support the implementation of strategic initiatives aimed at enhancing the quality and coherence of UNSSC learning products including, but not limited to the UNSSC impact assessment exercise; and the UNSSC quality assurance system.
- Assist in monitoring and regularly updating the status of implementation of the UNSSC Strategic Planning Framework (SPF) and produce SPF implementation reports.
- In close cooperation with the Communications Unit, develop content for internal platforms in support of the corporate strategy by compiling and analysing data and other information and support planning and delivering internal communications activities and corporate performance reporting.

Perform other duties as assigned.

## **V. Qualifications and Experience**

### **Education:**

**Master's degree** in business administration, public administration, international relations, social sciences, management, economics, or related disciplines.

### **Work experience:**

A minimum of two years of progressively responsible experience in project or programme management and administration or related areas is required, preferably in the context of international or multilateral operations. Experience in the fields of adult learning and sustainable development are an asset. Experience in analysing and interpreting data in support of decision making is desirable.

### **Languages:**

Fluency in English is required. Working knowledge of French is an asset.

### **UN competencies:**

**Professionalism:** Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet, and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**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.

**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.

## **VI. Training and Learning**

As a learning and training organization for the entire UN system, the UNSSC offers the JPO the opportunity to gain extensive exposure to the workings of various UN entities and to be at the forefront of advancing the Secretary-General's vision and strategy for the organization. The JPO would be based in the UNSSC Office in Bonn, Germany, that is part of the UN Campus providing a home to more than 20 UN entities, as well as at UNSSC HQ in Turin, that also allows for an easy familiarisation with UN entities based in Italy. The JPO will gain a better grasp of the internal and external challenges faced by United Nations agencies in implementing global and UN priorities, such as the 2030 Agenda for Sustainable Development, the Secretary-General's Common Agenda, and others.

UNSSC will support an enabling environment for increasing knowledge and enhancing capacity development in relevant technical areas. UNSSC will also provide the JPO with opportunities to participate in training courses and workshops offered to its personnel locally as well as grant access to its e-learning platforms. The JPO will learn about the core values of the UN regarding respect for diversity and will have an opportunity to work with people of diverse backgrounds and diverse points of view.

Additional learning elements for the JPO include the development and enhancement of:

- Professional skills: the JPO will strengthen project and programme management skills and will acquire familiarity with learning and training techniques.
- Inter-personal skills: the JPO will strengthen communication and listening skills; multi-cultural awareness and cultural competency; and conflict and stress management.
- Networking and social skills: the JPO will have the opportunity to build relations with a variety of United Nations actors at different levels, as well as Member States representatives, academic partners, and civil society representatives.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2024-1-29 auf dem Bewerbungsbogen**

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