



## United Nations – UNIDIR Institute for Disarmament Research

### Junior Professional Officer Program (JPO) Chiffre Nr. 2025-2-34

#### TERMS OF REFERENCE

##### **I. General Information**

**Title:** JPO in Political Affairs

**Sector of Assignment:** Political Affairs

**Organization/Office:** United Nations / The United Nations Institute for Disarmament Research (UNIDIR) / Office of the Directorate

**Country and Duty Station:** Geneva, Switzerland

**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:**

Executive Officer; Director

##### **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 the JPO's performance.

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

Within delegated authority, the JPO will be responsible for the following duties:

###### **1. Provide Management Support**

- Coordinate and draft presentations, briefing notes and talking points for the Director's meetings;
- In collaboration with the Communications team, support the development of and drafting of

- external outreach and communication of the Office of the Directorate;
- Monitor the implementation of the Director's decisions and taskings;
- Facilitate coordination with other parts of the UN system, as well as with other partners, on relevant issues;
- Assist in the drafting of reports, as required; and
- Act as a note-taker in substantive meetings;
- Present UNIDIR's work to interested organizations and student groups;
- Contribute to building relations with permanent missions, foundations, academia, NGOs and other (potential) partners.

**2. Support UNIDIR-wide resource mobilization and coordination**

- Support in the development and implementation of UNIDIR's resource mobilization strategy;
- Assist in the organization of UNIDIR-wide meetings, including the Board of Trustees, Executive Briefings and Donor Fora;
- Coordinate UNIDIR's effective participation in the annual First Committee and monitor its proceedings and outcomes for the Directorate;
- Coordinate UNIDIR's attendance in the Conference on Disarmament and monitor the proceedings and outcomes for the Directorate;
- Serve as the Secretariat for UNIDIR research meetings, including preparation of the agenda, taking minutes, and monitoring implementation of decisions and actions; and
- Serve as the Secretariat for UNIDIR Management meetings, including preparation of the agenda, taking minutes, and monitoring implementation of decisions and actions.

**3. Undertake UNIDIR-wide Special Projects**

- Support and help develop strategic and change management initiatives;
- Undertake and develop other special projects as required, such as the UNIDIR (Senior) Fellowships or the UNIDIR Disarmament Orientation Course.

**4. Performs other duties as required.**

**IV. Qualifications and Experience**

**Education:**

**Master's degree** in political science, international relations, public administration, international law, management studies, international security, disarmament, nonproliferation studies, or a related field.

**Work experience:**

- A minimum of two years of experience in disarmament, arms control, international peace and security or a related field is required.
- Experience in project management and coordination, including providing assistance to implementing project activities; monitoring impact, milestones and timelines; arranging training courses, meetings, workshops and/or conferences is required.
- Experience in the area of resource mobilization is required.
- Experience in providing executive-level management support, for example in the role of Special Assistant, is desirable.
- Experience in interacting with high level officials and intergovernmental bodies working with complex and sensitive issues is desirable.
- Experience in supporting the development of research and/or policy on international security, arms control and/or disarmament issues is desirable.

**Languages:**

Fluency in English is required. Knowledge of another UN official language is an advantage.

**Other skills:**

Proficiency in computer skills and use of databases, including experience in MS Word, Excel and PowerPoint, as well as use of the Internet and social media.

**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.

**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

- Be knowledgeable about the key issues related to arms control, disarmament, country situations and the role of various partners, including United Nations Member States and multi-lateral organizations.
- Gain insight into the organization and functions of the disarmament machinery of the United Nations, as well as other NGO and civil society organizations concerned with disarmament.
- Participate in meetings and collaborative projects on the subject of disarmament and arms control with a wide range of agencies.
- Be familiar with the research 'value-chain', including the process of producing research and monitoring its impact.
- 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.

## **VI. Background Information**

The United Nations Institute for Disarmament Research (UNIDIR) is an autonomous institution within the United Nations that conducts independent research on disarmament and related problems, particularly international security issues. The role of UNIDIR is to support Member States, the United Nations, and policy and research communities in identifying and promoting practical measures that contribute to a more sustainable and peaceful world.

Our specialized focus on disarmament and arms control sets us apart from other think tanks. Our status within the United Nations system enables us to engage with and support Member State deliberations. Our role is to provide ideas and advice and to facilitate dialogue that can advance multilateral arms control and disarmament.

UNIDIR has five programmes and two projects;

- a. The Weapons of Mass Destruction programme works to support disarmament, arms control and non-proliferation initiatives in these areas. It identifies policy options for WMD verification regimes, enhances systems for dual-use governance, facilitates dialogue in support of strategic predictability, and works to address the full range of risks that could lead to use of nuclear weapons.
- b. The Security and Technology programme works on a range of new technologies, including cyber, artificial intelligence, lethal autonomous weapon systems and uncrewed systems. It engages with diverse stakeholders to ensure that global governance frameworks adapt effectively to this rapidly evolving field.
- c. The Conventional Arms programme works towards preventing the uncontrolled proliferation and misuse of conventional weapons. Through its action-oriented field research and multi-stakeholder dialogues it develops new ways to tackle illicit proliferation and misuse, to counteract improvised explosive devices (IEDs) and addresses the use of explosive weapons in populated areas (EWIPA). It works to ensure effective implementation and development of international and regional frameworks such as the Convention on Certain Conventional Weapons (CCW), the Arms Trade Treaty (ATT), the Convention on Cluster Munitions, and the UN Programme of Action on Small Arms (PoA).
- d. The Gender and Disarmament programme analyses the gendered impacts of armed violence and examines how gender norms shape the role of weapons in society. By translating gender awareness into policy action, it helps ensure that arms control and disarmament deliver for everyone.
- e. The Space Security Programme builds knowledge and awareness of the challenges and global security implications relating to the space domain. Its research builds capacity and trust in the international sphere and informs multilateral processes as they grapple with the complex technologies and issues at play in this important arena.
- f. The Middle East Weapons of Mass Destruction Free Zone project enhances analytical and technical capacity to develop novel perspectives on regional security in the Middle East. By conducting in-depth analyses of past, present, and future initiatives and engaging in inclusive dialogue with policymakers and experts, it generates innovative ideas to advance the WMD-Free Zone in the Middle East.
- g. The Managing Exits from Armed Conflict (MEAC) project generates a unique evidence base on journeys into and out of armed groups that helps practitioners prevent armed group recruitment and supports exits after conflict involvement.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2025-2-34 auf dem Bewerbungsbogen**

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