



## United Nations – MINURSO Mission for the Referendum in Western Sahara

### Junior Professional Officer Program (JPO) Chiffre Nr. 2025-2-41

#### TERMS OF REFERENCE

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

**Title:** JPO in Political Affairs

**Sector of Assignment:** Political Affairs

**Organization/Office:** United Nations / DPO/ MINURSO / Office of the Chief of Staff

**Country and Duty Station:** Laayoune, Western Sahara

**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:**

Chief of Staff

##### **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.

Substantive supervision by the Chief of Staff via ongoing interaction, on-the-job training, regular meetings, performance appraisal.

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

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

Under the overall supervision of the Chief of Staff (CoS), the incumbent will discharge the following duties, including, but not limited to, the following:

- Maintain up-to-date knowledge of political issues relevant to the United Nations in general, and to peacekeeping and MINURSO area of operations in particular;
- Provide substantive and practical support to the Chief of Staff in the implementation of the Mission's operational tasks;
- Keep the CoS informed on all matters requiring his/her attention; Assist in formulating options as to how those matters might be handled and ensure appropriate follow-up;
- Help organize and manage CoS' meetings and mission events such as townhalls, videoconferences, official trips within and outside of Mission area;
- Prepare notes, talking points, and other 'front office' written output; coordinate/draft correspondence and deal with incoming and outgoing correspondence of the CoS; prepare written summaries and conduct follow-up activities, as appropriate;
- Develop and maintain collaborative relationships with all Mission components, liaise with relevant partners on coordination and policy matters;
- Assist with the organization and management of official visits by diplomatic counterparts or senior UN officials to the Mission;
- Identify, analyze, and monitor the implementation of existing policies and processes, both internal and external and make recommendations on possible strategies and other measures to address issues of concern and to advance mission objectives; Monitor, evaluate and report on implementation;
- Undertakes special assignments, as requested, falling under the remit of the Chief of Staff;
- Perform other duties as required.

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

##### **Education:**

**Master's degree** in political science, international relations or other related field.

##### **Work experience:**

A minimum of 2 years of relevant work experience in international affairs, with exposure to analysis and research in international politics. Good knowledge of the mandates and activities of the United Nations peace operations is an asset.

##### **Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

##### **Other skills:**

Ability to use Microsoft Office software.

##### **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.

**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.

### **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:

- Gain first-hand insight and knowledge of the working of a UN peacekeeping mission, relationship between UN field and headquarters, role of the UN within the international community.
- Understand the different components of a peacekeeping mission, as well as relationship between UN peacekeeping and other UN entities.
- Draft reports and related substantive material to applicable UN standards for senior UN officials.
- Gain experience in providing assistance and advice to UN management and senior UN officials.
- Understand the background and current dynamics of the conflict situation under the mandate of the Mission, including regional and geopolitical dynamics and their impact on the situation in MINURSO's area of operations.
- Monitor and assess the evolution of the political and operational situation in Western Sahara.
- Appreciate the role played by the Mission and the Secretariat, including the Personal Envoy of the Secretary-General in the UN's efforts to find a solution to the conflict in Western Sahara, as well as the political dynamics of the situation.

## **VI. Background Information**

### **MINURSO**

The United Nations Mission for the Referendum in Western Sahara (MINURSO) was established by Security Council resolution 690 of 29 April 1991 in accordance with settlement proposals accepted on 30 August 1988 by Morocco and the Frente Popular para

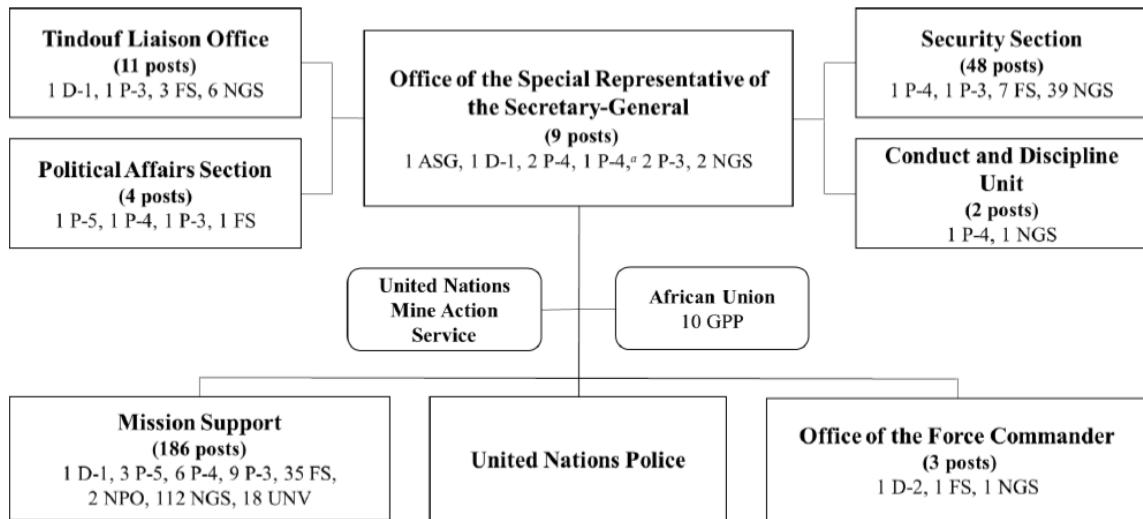
la Liberación de Saguia el-Hamra y de Río de Oro (Frente POLISARIO). Since the resumption of hostilities between the parties in November 2020, MINURSO has found itself in a fundamentally changed political and operational environment, to which it has had to quickly adapt in order to remain relevant and operational on the ground. This has created a situation whereby, although the Mission may have been in existence since 1991, in many ways it has had to pivot and reinvent itself as a new mission. MINURSO performs the following tasks:

- Monitor developments in relations to the ongoing low-level hostilities since the collapse of the ceasefire in November 2020.
- Undertake a range of mine action reduction activities, with the aim to reduce the threat of mines and UXOs.
- Reports on and investigates incidents affecting its area of operations.
- Through its patrolling and monitoring activities, helps create an enabling environment for the resumption of the peace process. Provides logistical and operational support to the work of the Personal Envoy of the Secretary-General for Western Sahara.

#### Office of the Chief of Staff

- **Reporting, analysis and data collection** – Facilitate and coordinate collection and analysis of information to assist decision-making by the Mission Chief of Staff and the SRSG. Draft and coordinate inputs to relevant political documents, such as the annual report by the Secretary-General to the Security Council, daily and weekly Mission Situation Reports, ad-hoc analyses and background notes, talking points, briefing notes and code cables on political issues. Produce forward-looking situational analysis on key operational issues.
- **Relations with key partners** – Assist Mission leadership in maintaining good relations with key partners on the ground, the parties' respective coordination offices as well as diplomatic representations in Rabat and other relevant external actors, such as the media, academic institutions, etc. Also assist in ensuring comprehensive and effective internal coordination and information-sharing between mission pillars, OSRSG, OCMS, TLO, and the Military and coordination with relevant interlocutors in NYHQ.
- Coordinate operational and informational activities between all three pillars and with all mission components. Function as a crisis management secretariat as necessary, collating all inputs from relevant units and providing a central hub to facilitate effective decision making by mission leadership.
- **Strategic communications** - Provide enhanced internal communications and awareness of the Mission's work and goals, through regular broadcasts, social media, and character driven story-telling from MINURSO military and civilian staff. Promote MINURSO communications within UN networks through the website, newsletter and other channels, within existing political constraints. Formulate Mission's Crisis Communication and Business Continuity plans. Monitor staff engagement Q&As from town halls and staff representative bodies (FSU/NSU). Draft relevant policy documents on internal and external communications for the SRSG's approval.

Organizational structure: The incumbent will work in the Office of the SRSG, reporting to the Chief of Staff



Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2025-2-41 auf dem Bewerbungsbogen

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