



## TERMS OF REFERENCE FOR

### JUNIOR PROFESSIONAL OFFICERS – (JPOs) Chiffre Nr. 2026-1-20

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

**Title:** JPO Coordination and Policy Analyst

**Sector of Assignment:** Executive Office

**Organization/Office:** United Nations Population Fund (UNFPA)

**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).

#### **How you can make a difference**

UNFPA is the lead United Nations agency for delivering a world where every pregnancy is intended, every childbirth is safe, and every young person's potential is fulfilled. The UNFPA Strategic Plan for 2026-2029 articulates the organization's response to a complex global environment, providing a roadmap for resilience and renewal. It is designed to accelerate the implementation of the Programme of Action of the International Conference on Population and Development (ICPD) and the achievement of the Sustainable Development Goals by 2030. This mandate is pursued through a focus on four interconnected outcomes: ending the unmet need for family planning; ending preventable maternal deaths; ending gender-based violence and harmful practices; and adapting to demographic change through evidence and rights-based policies.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards and who will defend them courageously and with full conviction.

UNFPA is seeking candidates who transform, inspire, and deliver high-impact and sustained results and ensure effective external relations, communications, and partnership-building and resource mobilization in a rapidly changing development and funding landscape. We need staff who are transparent, exceptional in how they manage the resources entrusted to them, and who commit to delivering excellence in programme results.

## **II. Job Purpose**

The Coordination and Policy Analyst, supports technical backstopping and quality control of the Executive Office team's portfolio, contributes to the preparation and follow up of all the Executive Office team's official travel, events and meetings. He/she supports the liaising with Stakeholders and UN Agencies, Funds, Programmes, Departments, Offices and relevant Units to advance work under the Executive Office team's portfolio, and contributes to the effective monitoring, tracking and reporting of solutions.

## **III. Duties and Responsibilities**

Under the guidance of the Chief of Staff and reporting directly to the Special Assistant to the Executive Director, the Coordination and Policy Analyst will assist on matters falling within the portfolio of the Executive Office team:

- Coordinate and undertake requests for briefing material, knowledge management and analysis;
- Contribute to the activities of the Executive Office by helping to manage and process requests for the Executive Director's participation in meetings, events and official travel;
- Contribute to relevant analytical briefs, reports and talking points;
- Contribute to research for analytical and communication products including draft working papers, analysis, sections of reports and studies, issue de-briefings, inputs to presentations and publications;
- Draft and proofread correspondence from the Executive Office. Contribute in the monitoring of follow-up actions related to the correspondence;
- Assist in the revision and proof-reading of materials (Talking Points, Background Notes and Profiles) prepared by the different Units and Departments for the use of the Executive Office;
- Carry out additional related activities as requested by the Chief of Staff or Special Assistant to the Executive Director.

## **IV. Qualifications and Experience**

### **Education:**

**Master's degree** in a relevant discipline and/or international relations.

**Work experience:**

- 2 years of experience in working on international sustainable development related areas;
- Ability to write and communicate clearly and concisely;
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds;
- Working knowledge of Google Suite and Microsoft Office (Word/Excel/PowerPoint), social media platforms and graphic design.

**Languages:**

Fluency in English is essential and proficiency in French is desirable; knowledge of other official UN languages is an asset..

**V. Required Competencies****Values:**

- Exemplifying integrity,
- Demonstrating commitment to the mandate of UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change.

**Functional Competencies:**

- Managing information and workflow,
- Managing documents, correspondence and reports,
- Client orientation and organizational awareness.

**Core Competencies:**

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact.

**VII. Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2026-1-20 auf dem Bewerbungsbogen. Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**