



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2026-2-27

TERMS OF REFERENCE

I. General Information

Title: JPO in Programme Management (Digital Cooperation & Technology)

Sector of Assignment: Programme Management

Organization/Office: United Nations / Office for Digital and Emerging Technologies (ODET)

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:

Senior Programme Management Officer

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.

III. Duties, Responsibilities and Output Expectations

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

- Researches, analyzes and presents information on the issue of digital technology and emerging technology issues of relevance for the Organization gathered from diverse

sources.

- Provides up-to-date expertise and support on issues related to digital cooperation, as covered by Global Digital Compact and the UN Secretary-General's Roadmap for Digital Cooperation.
- Liaises and collaborates with relevant stakeholders to support the implementation of the Global Digital Compact and the Road map for Digital Cooperation.
- Develops, implements and evaluates assigned programmes/projects on digital cooperation and emerging technology, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Organizes and prepares written outputs, e.g. speeches and statements, draft background papers, analysis, sections of reports and studies, report on meetings and events, inputs to publications, relevant communications material etc.
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participant.

IV. Qualifications and Experience

Education:

Master's degree in political science, international relations, public administration, business administration, commerce, engineering, law or a related field.

Work experience:

A minimum of 2 years of relevant work experience in international relations, public diplomacy or public relations is required. Experience working on digital technologies, frontier technologies or digital cooperation-related issues is highly desirable. Experience working with the United Nations or other international organizations is desirable. Experience working with a grassroots, civil society organization and/or start-up work environment in a developing country is desirable. Experience coordinating diverse stakeholders, including government entities, civil society organizations, private sector entities, and the scientific community will be an advantage.

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.

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.

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:

- Developed understanding and expertise with digital cooperation and emerging technology issues.
- Strengthened writing, political analysis and reporting skills in producing work products for use by senior UN officials.
- Managed projects and programmes related to digital cooperation, including necessary substantive engagement, outreach and coordination with relevant stakeholders.

VI. Background Information

The position is located in the United Nations Office for Digital and Emerging Technologies (UNODET). UNODET was established on 1 January 2025, with a mandate to: (a) advise the senior leadership of the United Nations on key trends in technology, so as to guide the strategic approach taken by the Organization on such issues; (b) serve as advocate and focal point for digital cooperation, through engagement with Member States, the technology industry, civil society and other stakeholders; (c) facilitate multi-stakeholder policy dialogue on digital and emerging technologies; (d) strengthen system-wide coordination within and across the United Nations system on digital and emerging technologies; (e) support the follow-up and implementation of the Global Digital Compact (A/RES/79/1 Annex 1).

Through the Under-Secretary-General and Special Envoy for Digital and Emerging Technologies, UNODET also leads the implementation of the Secretary-General's vision on digital cooperation by working closely with various UN entities and multi-stakeholder groups, facilitating dialogue to accelerate global digital cooperation, seizing on the opportunities that are presented by technology – while mitigating the risks – so that progress towards achieving the Goals by 2030 can be made collectively, as well as carrying out other related duties and responsibilities assigned by the Secretary-General, including follow up actions from the Secretary-General's Roadmap for Digital Cooperation and the report "Our Common Agenda".

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2026-2-27 auf dem Bewerbungsbogen