



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2026-2-29

TERMS OF REFERENCE

I. General Information

Title: JPO Associate Political Affairs Officer

Sector of: Disarmament

Organization/Office: United Nations / Office for Disarmament Affairs / Geneva Branch

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:

Senior Political Affairs 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.

The JPO will participate in weekly team meetings and other meetings with his/her supervisor as may be necessary.

III. Duties, Responsibilities and Output Expectations

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

- Gathers, selects and analyses information on disarmament, non-proliferation and arms control issues assigned to the Branch, in general, and in particular, but not limited to, the areas of nuclear disarmament in all its aspects, outer space security

and emerging weapons technologies and their relationship to other areas in the field of disarmament.

- Maintains up-to-date knowledge of events in the area of assignment.
- Keeps abreast of latest trends and developments in the area of assignment and provides inputs on issues to the High Representative for Disarmament Affairs and to other colleagues within the Office.
- Supports the provision of substantive support and other secretariat services to intergovernmental bodies within the framework of the United Nations relevant to the area of assignment, including but not limited to the Conference on Disarmament and working groups and expert groups established in accordance with the decisions of the General Assembly or other relevant United Nations bodies.
- Monitors actions taken by intergovernmental bodies, international organizations, governments and non-governmental organizations relevant to the area of assignment.
- Liaises as needed with other entities within the United Nations system.
- Performs other related duties as required.

IV. Qualifications and Experience

Education:

Master's degree in political science, international relations, international economics, law, public administration, or related field.

Work experience:

A minimum of 2 years of relevant work experience in political affairs, international relations, law, disarmament, international security or related area, is required.

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:

- Excellent drafting and organizational skills
- Ability to carry out research independently
- Ability to collaborate effectively with multiple stakeholders

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.

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.

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...

- Acquire an in-depth understanding of the workings of the United Nations and substantive knowledge of the work of the Organization in the field of disarmament.
- Develop political understanding of the complex issues related to disarmament and non-proliferation and acquire in-depth knowledge of the relevant existing instruments as well as the political and legal norms for the creation of such instruments.
- Monitor and report on developments related to disarmament and non-proliferation issues.
- Prepare substantive and background material for meetings and to write assessment reports for senior officials.
- Work effectively in an inter-agency context and in a diverse work environment.
- Effectively develop project management skills from conceptualization to implementation and reporting.

VI. Background Information

As specified in A/77/6 (Sect. 4), the objective of the Geneva Branch of the Office for Disarmament Affairs is to advance multilateral negotiations and deliberations on agreements on disarmament, arms limitation and non-proliferation in all its aspects, as required by States parties to existing multilateral agreements and the Conference on Disarmament.

As specified in ST/SGB/2008/8, the core functions of the Branch include the following:

- Providing substantive, secretariat, organizational and administrative support to the Conference on Disarmament and its subsidiary bodies in accordance with the Conference’s rules of procedures;
- Providing substantive, secretariat, organizational and administrative support to review conferences and other meetings of States parties to multilateral arms control, disarmament and non-proliferation agreements and to treaty-making conferences, expert groups and other disarmament meetings under the responsibility of the Branch;
- Following up the decisions of review conferences and other meetings of States

parties to multilateral disarmament and arms control agreements, as well as of treaty-making conferences, expert groups and other disarmament meetings under the responsibility of the Branch;

- Managing and implementing the United Nations Disarmament Fellowship Programme.

The functional units within the Geneva Branch include the Conference on Disarmament Secretariat and Substantive Support Team, the Outer Space Team, the Biological Weapons Convention Implementation Support Unit, the Convention on Certain Conventional Weapons Support Unit, the United Nations Disarmament Fellowship Programme Support Team and the Anti-Personnel Landmines Convention and Cluster Munitions Convention Support Team.

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2026-2-29 auf dem Bewerbungsbogen