



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2026-2-30

TERMS OF REFERENCE

I. General Information

Title: JPO in Prevention of Violent Extremism and Counter-Terrorism

Sector of Assignment: Political Affairs / Counter-Terrorism

Organization/Office: United Nations Office of Counter-Terrorism (UNOCT)
Year 1: UNOCT Programme Office in Nairobi, Kenya
Year 2: Office of the Director, UN Counter-Terrorism Centre, UNHQ, New York

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:

Year 1: Head of Office, UNOCT Programme Office in Nairobi and Head of the Global Programme on Preventing and Countering Violent Extremism.

Year 2: Director, United Nations Counter-Terrorism Centre.

Content and methodology of supervision:

During the first month of the assignment, the JPO will agree with his/her supervisor on a work plan. The work plan will be mutually agreed taking into account the JPO's skills, experience and interests. The United Nations Performance Evaluation System (e-performance) will serve as platform to evaluate the JPO's performance.

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

The position is a dual location assignment, with the first year focused on Preventing and Countering Violent Extremism (PCVE) and programme support within UNOCT's Programme Office in Nairobi, Kenya, followed by a second year in the Office of the Director of the UN Counter-Terrorism Centre at UN Headquarters.

In the first year, the JPO will gain first-hand experience in supporting UNOCT's global PCVE programme at the regional level and contributing to the overall functions of UNOCT's Programme Office in Nairobi, while being embedded in the ecosystem of the United Nations Office at Nairobi, the UN headquarters in Africa. The focus will be on advancing innovative and evidence-based prevention approaches with Member States, civil society, youth networks, and UN partners across East and Southern Africa, while also strengthening UNOCT's programme coordination and delivery in the region.

In the second year, the JPO will leverage these skills and insights as Special Assistant to the Director, Programme Management in New York, supporting the Director in advancing UNOCT's strategic coordination and policy mandates.

Year 1 (Nairobi)

The UNOCT Programme Office in Nairobi supports UNOCT's cross-cutting mandate across East and Southern Africa. Within this framework, the JPO will focus on advancing the global PCVE programme at the regional level, while also supporting the overall coordination, management and partnership functions of the Programme Office.

The JPO will be responsible for the following duties:

- Provide general support to the Programme Office's functions, including contributions to programme coordination, reporting, planning, and liaison with UNON and UN organizations in Nairobi.
- Support programme implementation on PCVE across East and Southern Africa, including stakeholder engagement with Member States, regional organizations, UN Country Teams, and civil society partners.
- Contribute to UNOCT's global PCVE programme priorities, including:
 - addressing terrorist exploitation of online and offline spaces;
 - advancing youth engagement and empowerment;
 - supporting policy design, implementation, and measurement of PCVE strategies;
 - exploring innovative PCVE fields of work, such as the use and risks of artificial intelligence.
- Support regional coordination by working with UN Global Counter-Terrorism Coordination Compact partners on joint planning, multi-partner projects, and strategic PCVE initiatives.
- Contribute to monitoring and evaluation of PCVE initiatives, supporting knowledge exchange and documentation of good practices from the Horn of Africa, Great Lakes, and wider region.
- Liaise with partners to support PCVE-related advocacy and visibility efforts in Nairobi and the region.

Every effort will be made to align the JPO's duties and responsibilities with his/her individual skills, prior experience, and personal interests.

Year 2 (New York)

The JPO will serve in the Office of the Director of the United Nations Counter-Terrorism Centre (UNCCT). The assignment will focus on supporting UNCCT's leadership in delivering counter-terrorism capacity-building assistance, including through the Global Programme on Preventing and Countering Violent Extremism (PCVE).

The JPO will be responsible for the following duties:

- Provide direct support to the Director in overseeing UNCCT's portfolio of global, regional, and national capacity-building programmes.
- Assist in the planning, implementation, monitoring, and evaluation of capacity-building initiatives, ensuring alignment with Member States' priorities and the UN Global Counter-Terrorism Strategy.
- Contribute to the preparation of programme documents, progress reports, and knowledge products showcasing UNCCT's impact and lessons learned.
- Support the organization of workshops, training activities, and high-level events implemented under UNCCT's programmes, including PCVE.
- Engage with Member States, UN entities, civil society, and private sector partners in support of programme delivery and partnerships.
- Conduct research and analysis on emerging trends and innovative approaches to strengthen UNCCT's capacity-building work.

Every effort will be made to align the JPO's responsibilities with his/her individual skills, prior experience, and professional interests.

IV. Qualifications and Experience

Education:

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

Work experience:

A minimum of two years of relevant work experience in public administration, research, international organizations, or a related field is required. Experience in counter-terrorism, PCVE, or programme management and training delivery is desirable.

Languages:

Fluency in English is required. Knowledge of French or another official UN language is desirable.

Other skills:

Excellent analytical, drafting, and verbal communication skills are required. Proven ability to conduct independent research and analysis is required. Strong computer skills, familiarity with AI tools and competencies in data visualization are desirable.

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; Ability to conduct independent research and analysis and to function effectively in a demanding environment.

PLANNING AND 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. Ability to establish priorities, plan, coordinate, and monitor tasks in accordance with agreed work plans.

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. Strong interpersonal skills and the ability to work effectively in a multicultural, multi-ethnic environment.

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; Ability to establish and maintain productive partnerships with internal and external stakeholders.

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; Solid drafting skills and the ability to communicate clearly and effectively, both orally and in writing.

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 gained:

- Exposure to the breadth of the UN system's work on counter-terrorism and the prevention of violent extremism in a rapidly evolving global context.
- Advanced skills in building and maintaining effective relationships in a diverse and politically sensitive international environment at the country, regional, and global levels.
- In-depth understanding of the functioning of the United Nations system at both field and headquarters levels.
- Advanced skills in preparing strategic analysis, briefings, and communications products for senior management and Member States.
- Full immersion in the professional life of an international civil servant, embedded in the rich ecosystems of the UN system's Africa hub and global headquarters.

VI. Background Information

The United Nations Office of Counter-Terrorism (UNOCT) was established in 2017 by General Assembly resolution 71/291, following the Secretary-General's report on strengthening the UN's capacity to support implementation of the UN Global Counter-Terrorism Strategy (A/71/858).

UNOCT's core functions are to: (1) provide leadership on General Assembly counter-terrorism mandates across the UN system; (2) enhance coordination and coherence across the UN Global Counter-Terrorism Coordination Compact; (3) strengthen delivery of UN counter-terrorism capacity-building support to Member States; (4) improve visibility, advocacy and resource mobilization for UN counter-terrorism efforts; and (5) ensure due priority for counter-terrorism across the UN system, with prevention of violent extremism firmly rooted in the Global Strategy.

The United Nations Counter-Terrorism Centre (UNCCT), established within UNOCT in 2011, serves as UNOCT's capacity-building arm. The Centre implements a diverse portfolio of global, regional and national programmes to strengthen Member States' capabilities to prevent and counter terrorism, with a focus on practical training, technical assistance, and the development of innovative tools and guidance.

UNCCT also hosts UNOCT's Global Programme on Preventing and Countering Violent Extremism (PCVE), ensuring that prevention remains central to the Office's capacity-building and policy support. Working closely with Member States, United Nations entities, regional organizations, civil society and private sector partners, UNCCT promotes comprehensive, inclusive and human rights-based approaches to counter-terrorism.

The UNOCT Programme Office in Nairobi—opened to support East Africa and the Horn of Africa—serves as a regional hub for planning, prioritization and delivery with UN partners based at the United Nations Office at Nairobi (UNON).

The JPO will be deployed for one year in UNOCT's Programme Office in Nairobi, Kenya, followed by a second year in the Office of the Director of the United Nations Counter-Terrorism Centre (UNCCT) at UN Headquarters in New York, USA (subject to organizational requirements and performance).

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2026-2-30 auf dem Bewerbungsbogen