



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-01

TERMS OF REFERENCE

I. General Information

Title: JPO in Political Affairs

Sector of Assignment: Political Affairs

Organization/Office: First Year: United Nations / Department of Political and Peacebuilding Affairs (DPPA) / Security Council Affairs Division (SCAD)/ Security Council Subsidiary Organs Branch (SCSOB)

Second Year: United Nations / Department of Political and Peacebuilding Affairs (DPPA) / Security Council Affairs Division (SCAD)/Security Council Practices and Charter Research Branch (SCPCRB)

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:

First Year: Senior Political Affairs Officer, Security Council Affairs Division (SCAD)/ Security Council Subsidiary Organs Branch (SCSOB)

Second Year: Senior Political Affairs Officer, Security Council Affairs Division (SCAD)/ Security Council Practices and Charter Research Branch (SCPCRB)

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. The same would occur for a possible second year of assignment.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

In addition, regular meetings will take place between the JPO and senior managers to ensure professional development, also by identifying adequate training and career development opportunities.

III. Duties, Responsibilities and Output Expectations

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

First Year – Front Office of the Security Council Subsidiary Organs Branch (SCSOB):

- Assists in the provision of substantive support to the Security Council and its subsidiary bodies, by analysing information contained in communications and publications received from different sources, including the press; maintains up-to-date knowledge of events relating to political issues on the agenda of the Security Council;
- Prepares summaries of meetings of the Security Council and its subsidiary bodies and drafts a variety of correspondence, and sections of reports;
- Keep abreast of latest trends and developments in the Security Council and its subsidiary bodies and provide inputs on issues to senior officials and colleagues in missions and elsewhere in the Secretariat;
- Assists senior official with briefing notes, background papers and talking points;
- Monitors political, socio-economic, and other politically relevant developments in assigned area;
- *Information Technology related tasks:* monitors and manages information systems and databases. Liaises and follows up with the Division colleagues and relevant counterparts elsewhere, including the Office of Information and Communications Technology on issues related to maintenance and troubleshooting of applications.

Second Year - Front Office of the Security Council Practices and Charter Research Branch (SCPCRB)

- Document the evolution of the practices and working methods of the Council and/or its subsidiary bodies and conduct research concerning measures to enhance the responsiveness of the Division to the needs of the Council;
- Conduct extensive research and analysis and draft, edit and revise studies for the Repertoire of the Practice of the Security Council;
- Contribute to other information products of the Security Council Practices and Charter Research Branch, as required;
- Maintain effective liaison with other UN departments, Member States, representatives of regional and nongovernmental organizations in connection with issues on the agenda of the Security Council;
- Assist the Secretary of Informal Working Group on Documentation and other Procedural Questions (IWG) in providing substantive support to those Committees;

- Prepare responses to queries on procedural and constitutional issues related to the Security Council from Member States, Secretariat officials, or the media;
- Support social media initiatives as well as other outreach campaigns of the Branch;
- *Information Management, Knowledge Management and Information Technology related tasks:* monitors and manages information systems and databases, monitors and supports the maintenance of data and data quality, supports knowledge management and knowledge sharing of information. Liaises and follows up with the Division colleagues and relevant counterparts elsewhere, including the Office of Information and Communications Technology on issues related to maintenance and troubleshooting of applications.

IV. Qualifications and Experience

Education:

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

Work experience:

A minimum of 2 years of relevant work experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area. Experience with information systems, website management and databases is highly desirable. Experience with data and political analysis is highly desirable. Experience researching, drafting, and editing complex documents for publication is highly desirable. Experience in working with and/or knowledge of the United Nations, its agencies or relevant international organizations is desirable. Good knowledge of the mandates and activities of the United Nations Security Council 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:

Data management and visualization skills (Power BI, Tableau, or similar software) are highly 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

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 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.

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:

- Operate with UN information systems and applications managing sensitive/confidential data;
- Draft reports and related substantive material to applicable UN standards for senior officials within the Organization;
- Through research and analysis, provide substantive support to Council members, particularly the ten elected members. Some of these delegations, particularly those representing developing countries, are small and therefore appreciate any assistance and training that the Secretariat can provide;
- Monitor and assess the evolution of the practices of the Security Council with database management and web posting;
- Gain further experience in the visualization of data and the analysis of trends relating to the work of the Security Council;
- Propose ways in which the Branch can be more responsive to the needs of the Security Council and its subsidiary bodies;
- Provide substantive support subsidiary bodies of the Security Council;
- Draft reports and related substantive material for the Security Council, its subsidiary bodies and the Repertoire;
- Appreciate the roles played by the Security Council, the Sanctions Committee, the Informal Working on Documentation and Other Procedural Questions, the Panels of Experts, and the UN Secretariat;
- Conduct research and analysis on the practice of the Security Council.

VI. Background Information

The Security Council Affairs Division consists of three Branches and the JPO will be deployed to the Security Council Subsidiary Organs Branch (SCSOB) and the Security Council Practices and Charter Research Branch (SCPCR) during his/her assignment.

The Security Council Subsidiary Organs Branch provides substantive support and guidance to the sanctions committees and Working Groups established by the Council which, inter alia: deal with conflict and post conflict situations, threats caused by international terrorism and threats caused by proliferation of unconventional weapons, etc. The Branch assists in the preparation of documentation; maintains effective liaison with Committee bureaux, Permanent Missions, regional and non-governmental organizations; assists in the execution of the decisions of the Committees, including by preparing Committee correspondence and coordinating efforts by national authorities and regional organizations in implementation of

Security Council resolutions; and maintains archives and institutional memory of the relevant bodies. The Branch also provides substantive and logistical support to the distinct expert mechanisms established by the Council to monitor its sanctions regimes. Those tasks include: identifying and recruiting suitable candidates to serve on these bodies, maintaining a roster of vetted candidates; providing substantive support and political advice to the experts. In the area of fair and clear procedures for individuals and entities inscribed on sanctions lists, the Branch also carries out the functions associated with the focal point de-listing process and provides substantive support to the to the Office of the Ombudsperson.

The Security Council Practices and Charter Research Branch is the advisory and research arm of SCAD. Its core functions are to prepare the Repertoire of the Practice of the Security Council, mandated by General Assembly resolution 686 (VII) of 5 December 1952; to provide guidance and information on Council practice/procedure to Member States, the Secretariat, NGOs and academics; the substantive servicing of the Security Council Informal Working Group on Documentation and Other Procedural Questions; familiarization of new Council members on the evolving practice and working methods of the Council and is the focal point on issues related to Security Council reform. In line with its General Assembly mandate, the Security Council Practices and Charter Research Branch is the sole, authoritative repository of Security Council data and the leading team within DPPA in data analysis and visualization products concerning all matters relating to the Security Council.

The Security Council Secretariat Branch provides substantive support and coordinates Security Council activities, including official Council meetings, informal consultations and missions to the field. The Branch liaises with, and provides advice to, the President of the Security Council, members of the Council and non-Council members; ensures the issuance and/or preparation of parliamentary documentation as well as dissemination of informal communications to Council members and maintains the Security Council's website. The Branch also provides administrative support for several working groups established by the Council. Among other documents, the Branch drafts the Security Council's Annual Report to the General Assembly. The Branch advises the EOSG and other senior UN officials on the work of the Security Council through regular summaries and provides background notes and assessments on issues meriting the attention of the Secretary-General.

The responsibilities of the Security Council Affairs Division include, but are not limited, to the following:

- a) Providing substantive support and secretariat services to the work of the Council, including open meetings and informal consultations of the whole, as well as subsidiary bodies of the Council and working groups;
- b) Liaising with, members and non-members of the Security Council and other departments and offices in the Secretariat, as well as with other organs and bodies of the United Nations system;
- (c) Preparing daily summaries of the Council's activities for the Executive Office of the Secretary-General, the Under-Secretary-General for Political Affairs and other senior UN officials;
- (d) Processing and issuing reports of the Secretary-General and communications received from the Secretary-General and Member and non-members States as official document of the Security Council;
- (e) Handling and issuing a list of official correspondence and communications received from non-governmental organizations and individuals relating to matters of which the Security Council is seized and in accordance with the appendix to the provisional rules of procedure

of the Security Council;

(f) Providing substantive support and secretariat services to Security Council Sanctions Committees and other subsidiary bodies, including expert sanctions panels/monitoring groups;

(g) Drafting reports of subsidiary bodies to the Security Council, as required;

(h) Preparing analysis and assessments of questions relating to the work of the Security Council subsidiary bodies;

(i) Timely maintenance of all webpages related to the work of the Security Council and its subsidiary organs, including lists of individuals and entities designated by the relevant Committee as being subject to targeted sanctions;

(j) Monitoring developments in the area of sanctions, including those relating to Article 50 of the Charter;

(k) Providing contributions to other departments and offices on issues related to the work of relevant subsidiary bodies of the Security Council;

(l) Processing communications and applications received from States and organizations in connection with matters falling within the purview of the subsidiary body concerned.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2023-1-01 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de