



## United Nations – UN-Secretariat

### Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-02

#### TERMS OF REFERENCE

##### I. General Information

**Title:** JPO in Outreach and Gender

**Sector of Assignment:** JPO in Outreach and Gender

**Organization/Office:** United Nations Secretariat / Departments of Political and Peacebuilding affairs and Peace Operations / ODCSS/ LSS

**Country and Duty Station:** New York, United States of America

**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:**  
Programme Officer

**Content and methodology of supervision:**

After initial training, the Junior Professional Officer will work as an Outreach and Gender Officer assigned to the Leadership Support Section (LSS), under direct supervision of the Programme Officer, and overall supervision of the Chief of Section.

**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

The JPO supports the work of the Leadership Support Section (LSS) within the Office of the Director for Coordination and Shared Services (ODCSS) serving the Department of Political

and Peacebuilding Affairs (DPPA) and the Department of Peace Operations (DPO) at United Nations Headquarters, New York.

The incumbent will be responsible for:

### **1. Outreach, partnership-building**

- Support the Section's various outreach initiatives, including the Global Call for Nominations campaign of the Secretary-General - to expand and diversify the pool of potential candidates for senior leadership positions, with a particular focus on reaching out to women and nationals from under-represented regions to enhance gender and geographic diversity
- Assist with the identification, mapping and development of external partnerships (Member States, Organizations, Civil Society and leadership networks)
- Support the development of internal UN pool building of senior level women profiles and liaise with talent acquisition and outreach teams in other UN entities to enhance gender and geographic diversity
- Assist with targeted outreach to individual candidates
- Organize and participate in leadership and outreach events and assist in travel organization of LSS staff to further strengthen the support to senior leadership and broaden the existing pool of candidates
- Design and develop a communication strategy and communication material for talent acquisition, including development of social media content with a focus on gender and geographic diversity
- Develop and manage a confidential and professional reference checking process for individuals considered suitable for specific positions
- Monitor the global leadership landscape and identify potential senior level candidates to be included in the talent database

### **2. Gender analysis, advisory, mainstreaming and communication**

- Conduct gender analysis and collect gender disaggregated data, including monitoring progress towards gender parity achievement
- Review internal processes with a gender lens and provide policy options and advisory inputs with a view of further engendering existing policy and procedures throughout the leadership life cycle (including outreach, selection process and leadership support)
- Conduct research and collect best practices on gender parity efforts for the senior leadership level within and outside the Organization
- Collect stories and report on achievements for internal and external audiences relevant to gender parity and the Women, Peace and Security Agenda
- Provide inputs into policy reports and draft briefing notes related to gender issues and the Women, Peace and Security Agenda
- Identify and liaise with women leadership networks within and outside of the Organization

- Assist the Section's Gender focal point in specific initiatives to improve the representation of women in senior leadership positions

### **3. Leadership Support**

- Assist in project implementation of - and reporting on - existing leadership support initiatives, including the mentoring programme, the coffee shop dialogue series with serving women leaders and the virtual community of women leaders
- Identify and assist in developing new leadership support initiatives for serving women leaders, including drafting new project proposals, liaising with internal and external institutional partners, identification of training opportunities, organization of possible events such as teambuilding etc. to be determined based on need analysis.
- Identify and assist in brokering professional development opportunities for a limited number of external female global call nominees (e.g. sponsorship for leadership training courses offered by the UN, brokering of mentoring relationship with current/former senior women leader; facilitation of a short shadowing field assignment (cost to be covered by MS) etc.

### **4. Recruitment**

- Support the screening, selection and assessment processes for specific senior appointments including identification of women candidates

Any other activities or tasks as may be required.

## **IV. Qualifications and Experience**

### **Education:**

**Master's degree** preferably in international relations, administrative law, political sciences, gender studies, marketing and communications, human resources management, public or business administration, industrial/organizational psychology, or related area such as education or social science.

### **Work experience:**

At least two years of relevant professional experience in gender affairs, outreach and communications, leadership development, programme management, political affairs, senior stakeholder management, business administration or process, legal analysis or related area is required. Excellent analytical, communication and drafting abilities are required.

Experience in visual design is desirable. Experience in drafting and producing a variety of information products is desirable.

Experience working in the field is highly desirable. Experience in international organizations/corporations or public administration is desirable. Knowledge of the UN System and Inter-agency experience is an asset. Experience in project management is desirable.

### **Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Fluency in any other UN language is an asset.

### **UN core 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

**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

**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

**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 be able to:

- Understand the structure, culture, norms, values and functioning of the United Nations in general and of the UN peace operations’ senior leadership life-cycle in particular.
- Understand context and political dynamics of UN field missions and the complex criteria and requirements at the senior level.
- Understand and support various outreach initiatives, including the Global Call for Nominations campaign of the Secretary-General - to expand and diversify the pool of potential candidates for senior leadership positions.
- Utilize the knowledge gained regarding internal processes to analyze them with a gender lens and provide policy options and advisory inputs.
- Reach out to a network across the UN system both at Headquarters and in the field.
- Proficient in supporting Headquarters senior leadership in LSS-mandated functions; and, to the extent feasible, able to operate effectively in a front office environment in a field mission (Office of the mission Chief of Staff and/or Deputy/Head of Mission offices).

## **VI. Background Information**

The Leadership Appointments Section serves as a centralized resource supporting DPPA and DPO in the identification and selection of senior leadership in the field. The Section provides a proactive and strategic approach to identifying and attracting potential candidates for Heads and deputy Heads of DPPA, DPO as well as DOS-led Missions in order to enable the Secretary-General to select the most suitably qualified individuals, with due regard to geographical distribution and gender balance.

The Department of Political and Peacebuilding Affairs (DPPA) focuses primarily on five action areas in international peace and security, ensuring sound analysis and early warning, preventing conflict and engaging in peacemaking, managing political crises and violent conflicts, sustaining peace, and enhancing partnerships. The Department's mandate is to prevent and resolve conflict through inclusive political solutions. The Department of Peace Operations (DPO) serves as a center of excellence for peace operations, responsible for preventing, responding to and managing conflict and sustaining peace in countries where peace operations under its purview are deployed, and provides support to other entities on peace and security issues.

Over the years, LSS has initiated and/or supported major changes to succession planning and selection processes of senior leaders in the field, always with special attention to improving the representation of qualified female candidates and geographic balance. It has also significantly improved other phases of the life-cycle of leadership such as on-boarding, induction and leadership strengthening including through the launch of the leadership partnering initiative (a mentoring programme for newly appointed Heads and deputy Heads of Peace Operations).

Key principles and objectives specific to the Section include: handling of highly confidential information with the utmost discretion; frequent interaction with UN and non-UN high-level officials and senior leaders; aspiring to improve the quality of senior leadership in the field, increase geographical diversity and contribute to the achievement of the Secretary-General's gender parity strategy.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-02 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**