



## United Nations – UN-Secretariat

### Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-03

#### TERMS OF REFERENCE

##### I. General Information

**Title:** JPO in Programme Management

**Sector of Assignment:** Programme Management, Sustainable Development Goals Advocacy and Partnerships

**Organization/Office:** United Nations / UN Office for Partnerships / SDG Strategy Hub

**Country and Duty Station:** UN Headquarters, 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:**

Executive Director and Senior Sustainable Development Officer, SDG Strategy Hub

**Content and methodology of supervision:**

Establishment of a Work Plan: Junior Professional Officer (JPO) will work jointly with his/her supervisors to develop a work plan. The final work plan will be reviewed and agreed to by the JPO and his/her supervisors. There will be weekly and monthly check-ins to ensure proper supervision, engagement and evaluation.

**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 will work primarily with the Executive Director of the Office and the Senior Sustainable Development Officer/SDG Hub Lead on advocacy and outreach efforts, particularly as it relates to the Decade of Action to deliver the SDGs.

The JPO will work primarily on the following tasks:

**The JPO will lead on catalyzing collective action and enhancing coordination between UN and external organizations in furtherance of the SDGs:**

1. Plan and organize events, including SDG Strategy Hub meetings and retreats: identify relevant speakers and facilitate their involvement; prepare briefing notes and meeting agenda; draft background notes and talking points; produce reports; and ensure follow up.
2. Conduct research on selected forums/initiatives and produce analysis on sustainable development issues.
3. Prepare internal and external communications products (including background notes, talking points, concept notes and presentations) on SDG advocacy and multi-stakeholder engagement for senior UN staff.
4. Serve as the Hub's focal point for external organizations and relevant UN colleagues on SDG advocacy.
5. Effectively circulate and disseminate timely information on various initiatives to UN and external organizations. Respond to enquiries and information requests.

**The JPO will develop, plan, organize and executive multi-stakeholder advocacy and partnership initiatives:**

1. Serve as the Project Manager of the SDG Action Zone: develop work streams and timelines with key milestones; oversee, coordinate, and manage all project processes; act as the focal point between the SDG Action Zone project team and external providers; report on the results; ensure follow up to build and connect divergent communities interested in sustainable development.
2. Support the execution of multi-stakeholder advocacy and partnership initiatives carried out and supported by the UN Office for Partnerships, research and analyze relevant global trends and developments to ensure greatest results.
3. Draft background notes, talking points, key messages, and correspondence for senior UN staff regarding SDG advocacy and other initiatives of the Office.

#### **IV. Qualifications and Experience**

**Education:**

**Master's degree** in Political Science, International Relations or a related field is required.

**Work experience:**

A minimum of 2 years of relevant work experience in programme management, multi-stakeholder engagement, sustainable development advocacy, and high-level initiative execution.

**Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English and French 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; Add indicator if necessary

**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

**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 to apply.

### **V. Learning Elements**

On completion of the assignment, the JPO will have gained

- (i) strong experience in working at the United Nations Secretariat;
- (ii) clear understanding of the importance of multi-stakeholder engagement to deliver the Sustainable Development Goals (SDGs);
- (iii) skills and expertise in the planning, organizing, executing and reporting on high-profile advocacy initiatives.

Throughout the assignment, the JPO will work closely with all levels of the United Nations and various external organizations.

### **VI. Background Information**

The United Nations Office for Partnerships is the United Nations gateway to co-create partnerships to deliver the Sustainable Development Goals. Working globally, regionally, and in countries—the Office connects, convenes, and co-creates opportunities to accelerate solutions for people and for the planet. To enact transformative change and to propel advocacy and engagement for the Sustainable Development Goals (SDGs), the United Nations Office for Partnerships leverages expertise and networks across the UN and beyond.

UN Office for Partnerships oversees its teams and initiatives, which include:

- **SDG advocacy, engagement and mobilization.** The Office engages global actors to

work with the United Nations in support of the achievement of the SDGs through the SDG Advocates, the SDG Strategy Hub and the Climate Action Team;

- **The United Nations Democracy Fund.** The Fund supports projects that empower civil society and strengthen democracy;
- **The United Nations Fund for International Partnerships (UNFIP).** The Fund is the primary interface between the United Nations Foundation and the United Nations system in support of projects implemented globally by United Nations agencies.

The JPO Associated Expert will work closely with the SDG Strategy Hub (The Hub).

The Hub leads a coordinated, consultative, and collaborative multi-stakeholder platform to ensure effective alignment around initiatives and narratives, and to carry out advocacy activities for the Decade of Action. In its work around the Decade of Action, the Hub has mobilized external partners around public-facing SDG activations, such as the annual SDG Action Zones, the global film Nations United, the COVID-19 Creative Open Brief, the SDG Flotilla at the UN Climate Adaptation Summit.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-03 auf dem Bewerbungsbogen**

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