



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-04

TERMS OF REFERENCE

I. General Information

Title: JPO in Human Rights

Sector of Assignment: Human Rights, Programme Management

Organization/Office: United Nations Global Compact Office (GCO)

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

Direct Supervision by:
Head of Human Rights

Title of Supervisor:
Chief, Programmes

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 take part in weekly meetings with the supervisor in addition to weekly meetings with the Human Rights and Gender team, monthly meetings with the Social Sustainability team and bi-weekly meetings with the larger Programmes team as well as bi-monthly Working Group meetings with UN Global Compact Local Networks. The meetings will inform the JPO on related processes and updates on the organization's strategies.

III. Duties, Responsibilities and Output Expectations

- Participates in the development, implementation, and evaluation of the Global Compact's work in the area of human rights.
- Provide technical support and strategic thinking to the Global Compact Office Leadership on increasing the pace and scale of business uptake of UNGC's human rights Principles and the UN Guiding Principles on Business and Human Rights.
- Support the human rights global programmes, tools and initiatives including the flagship Business and Human Rights Accelerator programme, the Business and Human Rights Navigator and the LGBTQI+ Standards Gap Analysis Tool.
- Contributes to the development of reports, publications and tools on the implementation of the Global Compact's human rights principles.
- Provides support to the coordination of meetings, flagship events and activities such as the Global Compact Leaders Summit, the High-Level Political Forum, Business Live and the Annual UN Forum on Business and Human Rights. Doing so by providing administrative and substantive support, including proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc.
- Coordinate and liaise with the informal Working Group on Human rights and labour, comprised of over forty Global Compact Local Networks most active on business and human rights, to build capacity and streamline programming across countries. Organize joint bi-monthly calls focused on different themes such as Climate Change & Human Rights, Human Rights Defenders, Human Rights Due Diligence in Conflict Affected Countries, and National Action Plans on Business and Human Rights.
- In collaboration with Global Compact Local Networks and stakeholders, contributes to the planning and facilitation of workshops, meetings, and interactive sessions.
- Supports coordination of activities related to budget and funding, including programme strategy and annual activity reports, progress reports, and assists in preparing related documents.
- Performs other duties as required.

IV. Qualifications and Experience

Education:

Master's degree in law, human rights, political science, or other discipline related to human rights.

Work experience:

A minimum of two years of progressively responsible experience in project or programme management related to human right is a requirement. Experience in research and drafting reports is a requirement. Previous experience working in the area of business and human rights, gender equality is desirable. Experience of planning and/or coordinating multistakeholder events is desirable. Work experience at a regional and/or international level is desirable

Languages:

English and French are the working language of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

UN competencies:

PROFESSIONALISM - Knowledge and understanding of theories, concepts and approaches relevant to human rights and labour rights, gender equality, non-discrimination and socio-economic issues. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

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 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.

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:

- Provide well researched and sound analysis of issues and developments affecting programme/project development
- Write assessment reports on corporate performance supporting UN goals and issues
- Formulate project documents addressing business and human rights
- Conduct and have an overview of the process for administration and implementation of multi-stakeholder meetings and events
- Provide thorough and well reasoned written contributions
- Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally

VI. Background Information

The UN Global Compact was officially launched at the UN Headquarters in New York on 26 July 2000, following an announcement at the World Economic Forum on 31 January 1999 by the UN Secretary-General Kofi Annan. The UN Global Compact aim to mobilize a global movement of sustainable companies and stakeholders to create the world we want. The UN Global Compact operates under a principle-based framework for businesses with two main objectives;

- Do business responsibly by aligning their strategies and operations with Ten Principles on human rights, labour, environment and anti-corruption; and
- Take strategic actions to advance broader societal goals, such as the UN Sustainable Development Goals, with an emphasis on collaboration and innovation.

The UN Global Compact is the world's largest corporate sustainability initiative and the main UN interface with the private sector. With over 16,000 participants, the organization has a proven track record of mobilizing business in support of UN goals and values as well as capacity-building locally through its 65+ Local Networks around the world. The UN Global Compact is headquartered in New York and has approximately 80 staff.

UN Global Compact provides a principle-based framework, best practices, resources and networking events that have revolutionized how companies do business responsibly and keep commitments to society. By catalyzing action, partnerships and collaboration, we make transforming the world possible – and achievable – for organizations large and small, anywhere around the globe. No matter how large or small, and regardless of their industry, all companies can contribute to the SDGs. While the scale and scope of the global goals is unprecedented, the fundamental ways that business can contribute remain unchanged. The UN Global Compact asks companies to first do business responsibly and then pursue opportunities to solve societal challenges through business innovation and collaboration.

While the SDGs are universal, they will very much be addressed at the national level. As countries establish and enact national plans for achieving the SDGs, the Global Compact's Local Networks provide the platform for business to engage with stakeholders from Government, the UN, civil society and communities to map a shared approach.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2023-1-04 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de