



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-35

TERMS OF REFERENCE

I. General Information

Title: JPO in Sustainable Development

Sector of Assignment: Economic Affairs

Organization/Office: United Nations/ Executive Office of the Secretary-General

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:

Senior Interagency and Sustainable development Officer

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.

III. Duties, Responsibilities and Output Expectations

Under the direct supervision of the Senior Interagency and Sustainable Development Office, the incumbent shall, as required:

1. Provide support to SDUs strategic planning and unrolling of activities in the context of the sustainable development related proposals in Our Common Agenda, and the sustainable development related discussion of the Executive Committee, collaborating across the different areas of work and supporting coordination efforts with relevant divisions of EOSG and with UN Agencies as applicable;

2. Provide support to the Sustainable Development's Unit work on the outstanding elements of the reform of the UN development system and on operational activities of the UN development system, in coordination of the Front Office of the Deputy-Secretary General;
3. Provide support the daily work of EOSG's senior leadership, by:
 - Ensuring the timely preparation and review of all material, including talking points, background notes and presentations related to the incumbent's portfolio;
 - Drafting and reviewing incoming and outgoing correspondence to Member States, the UN system and other key stakeholders and ensuring a prompt dispatch;
 - Drafting minutes of meetings of the SG and DSG and ensuring timely follow-up;
 - Help prepare presentations and other communication material, as required;
 - Undertake analytical quantitative and qualitative background research as required.
4. Support the organization of meetings, high-level trips of the Deputy Secretary-General or other senior leaders in EOSG, as assigned.
 - Liaising with relevant colleagues within the system and contribute to create and finalize agendas and trip schedules, as well as all logistic- and security-related matters;
 - Drafting, reviewing and preparing materials.

IV. Qualifications and Experience

Education:

Master's degree in economics, development studies or related field.

Work experience:

- At least 2 years of relevant professional work experience with international development, including in the intergovernmental domain, is required.
- Excellent writing skills.
- Experience in strategy design, management consulting, analytics, applied research and reporting is desirable.
- Specific experience in inter-agency coordination and/or international organizations is desirable.

Languages:

- Fluency in oral and written English is required; knowledge of French and/or Spanish are desirable; knowledge of another UN language is an asset.

Other skills:

- Knowledge of analytics tools (e.g. PowerBI, Excel, PowerPoint, SAP Business Objects, Qlik, SQL, R) required.
- Excellent presentation design skills (PowerPoint) required, with knowledge of Adobe InDesign / Illustrator 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.

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.

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; utilizes data management techniques and applicability for quantitative and qualitative analysis; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

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:

- An excellent understanding of the United Nations System – including intergovernmental processes - and an in-depth knowledge of processes related to the 2030 Agenda;
- A unique experience in large-scale, complex reform processes;
- Exposure to multifaceted challenges in developing new work processes (as part of the reforms), and enhanced ability to find solutions to these challenges on a daily basis;
- A robust network, as a result of liaising with other UN offices, funds, programmes and agencies, as well as experts in permanent missions in NY;
- Extensive work experience in drafting a variety of written outputs for senior leadership, including talking points, briefing notes, speeches – which meet the highest standards in the UN.

VI. Background Information

The role of the EOSG is to support the Secretary-General in performing his/her function as "chief administrative officer" of the Organization, who shall act in that capacity and perform "such other functions as are entrusted" to him or her by the Security Council, General Assembly, Economic and Social Council and other United Nations organs.

Within the EOSG, the Sustainable Development Unit is working towards the promotion and implementation of the 2030 Agenda for Sustainable Development on behalf of the Secretary-General. SDU's strategy is aimed at leveraging the unique position, role and convening power of the Secretary-General and the Deputy Secretary-General towards maintaining momentum, accelerating implementation, and promoting ambition on Sustainable Development Goals, including through the advancement of the reform of the UN development system initiated by the Secretary-General and under the guidance of the Deputy-Secretary General who is leading the implementation.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2023-1-35 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de