



United Nations – UNODA Office for Disarmament Affairs

Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-10

TERMS OF REFERENCE

I. General Information

Title: JPO in Disarmament

Sector of Assignment: Political Affairs

Organization/Office: United Nations / Office for Disarmament Affairs (UNODA) / Vienna Office

Country and Duty Station: Vienna, Austria

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:
Chief of Office

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 their direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and their supervisor.

Evaluation:

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

The supervisor and JPO will meet regularly and will be in daily contact on substantive files.

III. Duties, Responsibilities and Output Expectations

This position supports the Chief of the Vienna Office in carrying out the responsibilities of the office in its role as liaison to Vienna- and regionally-based entities and partners, as well as in coordinating the strategic direction and implementation of UNODA's disarmament and non-proliferation education work. The JPO will help to develop, monitor, and implement programmatic priorities that advance access to authoritative, impartial and current education and training material by diverse audiences and support departmental efforts to promote diversity and inclusion in the field of disarmament, non-proliferation and arms control through targeted capacity-building efforts of women and youth. The position will contribute to supporting UNODA's strategy for disarmament and non-proliferation education and to advancing dialogue and partnership-building initiatives.

Within delegated authority and under the supervision of the Chief of Office, the Junior Professional Officer (JPO) will be responsible for the following duties:

- Provides technical and substantive support in the implementation of mandates of the office, especially in the area of developing disarmament education activities and liaising with Member States and relevant Vienna- and regionally-based entities;
- Monitors national, regional and international developments in the field of peace and security; follows Vienna-based intergovernmental processes and events related to the mandate of the office and prepares briefings for the Chief of Office and UNODA senior leadership;
- Maintains contacts with other relevant entities of the UN, international and regional organizations and governments;
- Prepares meetings of the Chief of Office with senior officials, including drafting talking points and providing background notes;
- Produces substantive meeting reports, donor reports and informational products;
- Contributes to coordination meetings with UNODA colleagues and other partners ensuring the effective management of ongoing activities;
- Contributes to maintaining and developing content for relevant UNODA website pages; assists in the preparation of outreach activities undertaken by the Office, including events, social media activities and other initiatives aimed at raising visibility and advancing the key mandates of the office;
- Contributes to formulating initiatives and proposals that support the implementation of relevant UN frameworks such as the Secretary General's Disarmament Agenda, the Secretary-General's Common Agenda and New Agenda for Peace;
- Performs other related duties as required.

IV. Qualifications and Experience

Education:

Master's degree in political science, international relations, public administration or related field.

Work experience:

A minimum of 2 years of relevant work experience in political science, international relations, public administration, international law, development or related field in required. Experience in preparing reports and/or conducting political analysis is desirable. Experience with outreach, communication and/or training development is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English (written and oral) is required. Knowledge of another UN official language is an advantage.

Other skills:

Expertise in using relevant computer applications such as Word, Excel and PowerPoint. Good knowledge of the use of social media. Knowledge of virtual/hybrid meeting platforms (Microsoft Teams, WebEx, Zoom, etc.) is an asset. Knowledge of software for generating interactive learning content is an asset.

UN competencies:

PROFESSIONALISM: Knowledge of disarmament, non-proliferation and international security issues. Ability to compile a variety of written communication products in a clear, concise form. 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.

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:

- Acquired an in-depth understanding of the workings of the United Nations and substantive knowledge of the work of the Organization in the field of disarmament, non-proliferation and arms control;
- Be able to formulate policy advice and provide political judgment in analyzing disarmament, non-proliferation and disarmament issues;
- Developed an understanding of complex inter-agency policy processes and linkages across different multilateral frameworks in the area of disarmament and how

disarmament impacts on sustainable peace and security, human rights, humanitarian action, sustainable development and gender equality;

- Contributed to developing and maintaining partnerships with different stakeholders including Member States, UN system entities, regional organizations, civil society organizations, academia, national institutions and other entities;
- Learned how to prepare succinct analytical assessments and reports;
- Learned how to work effectively in an inter-agency context and diverse working environment.

VI. Background Information

The Associate Expert would be working in the Vienna Office of UNODA, which is part of the Regional Disarmament and Information & Outreach Branch in UNHQ, New York. The Vienna Office serves as a liaison for UNODA to the Vienna-based organizations and local/regional partners across all aspects of disarmament, non-proliferation and arms control, and as the disarmament education hub for UNODA.

For further information, visit: www.un.org/disarmament

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2023-1-10 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de