

# United Nations – UN-Secretariat



## Junior Professional Officer Program (JPO)

### TERMS OF REFERENCE

#### I. General Information

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<b>Title:</b>	<b>JPO in Communications, Adviser to the President</b>
<b>Sector of Assignment:</b>	Global Communications
<b>Organization/Office:</b>	Department of Global Communications (DGC), Office of the President of the General Assembly (OPGA)
<b>Country and Duty Station:</b>	New York, USA
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> 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!** Internships/scholarships can be counted at 50% if they were full time and are regarded as relevant professional experience. Remuneration is not the determining factor. We only count internships after the Bachelor's degree.

#### II. Supervision

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Title of Supervisor:

Chef de Cabinet (CdC) of the Office of the President of the General Assembly

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.

Under the performance evaluation policy of the Organization, supervision and coaching of the staff member will be on an ongoing basis under the supervision of the Chief of Staff, and the overall guidance of the Communications Director and Spokesperson of the President of the General Assembly (PGA). Weekly meetings take place to review and monitor results of ongoing projects. Three formal performance appraisal discussions take place; once at the beginning of

the performance cycle to agree on the work plan, once at the middle of performance cycle to ascertain continuity of the agreed upon work plan and the third discussion takes place at the end of the performance cycle to discuss the evaluation of performance.

### **III. Duties, Responsibilities and Output Expectations**

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Under the supervision of the Chief of Staff, and the overall guidance of the Communications Director and Spokesperson of the President of the General Assembly (PGA), the incumbent will undertake a range of activities, including, but not limited to, the following:

- Support the Director of Communications and Spokesperson, the PGA and his staff in any communication efforts
- Provide advice and expertise to the Director of Communications and Spokesperson on strategic communications, social media and a range of public information issues, methods, and approaches
- Ensures implementation of information programmes to publicize priority issues and/or major events on all available channels, including social media
- Draft and produce various types of communications products (for print, broadcast, web and social media) in support of major activities of the PGA, including but not limited to press releases, media packages, social media and media reports)
- Manage and maintain the website of the PGA
- Manage the PGA's social media accounts, including social media outreach and social media packages for PGA priorities, events, activities or campaigns
- Liaise with the Executive Office of the Secretary-General, including the Office of the Spokesperson of the Secretary-General as well as various Divisions of the Department of Public Information, and other UN departments, funds and programmes to promote effective and wide-ranging dissemination of General Assembly activities through UN media
- Identify and propose communications opportunities, activities and approaches, in consultation with the Director of Communications and Spokesperson and the CdC
- Publicize and organizes events, media opportunities, press briefings, interviews, and prepare talking points and briefing materials for the PGA prior to his participation
- Participate in planning and organizing official visits of the PGA
- Develop and sustains strategic partnerships with a wide audience of key communications constituencies inside and outside the United Nations.
- Ensure appropriate follow-up and maintenance of relations with counterparts in Permanent Mission and other organizations.
- Monitor and analyse media and social media coverage relating to the activities of the OPGA and advise the PGA or CdC on appropriate action and responses;
- Perform other duties as assigned by the PGA, CdC or Director of Communications

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

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Education:

**Master's degree** in communications, media studies, journalism, international relations, public administration or related field.

Work experience:

A minimum of two years of work experience in international affairs, with experience in public information, journalism, international politics. Experience in working in a comparable office with the United Nations, its agencies or relevant international organizations is desirable.

Languages:

English and French are the working languages of the United Nations. For this post, excellent drafting skills in the English language are required. Knowledge of an additional official language of the United Nations is an advantage.

Other skills:

- Advocacy/Advancing a Policy-Oriented Agenda
- Results-Based Programme Development and Management
- Ability to network with partners and build alliances
- Consider different perspectives in developing project proposals
- Identifies new approaches and strategies that promote the use of tools and mechanisms
- Proficiency in computer skills using Microsoft applications

UN competencies:

**Professionalism:** Good knowledge of the mandates and activities of the United Nations General Assembly. Ability to plan, execute and monitor public communication campaigns, e.g. campaign management, market research, message targeting, impact evaluation. Ability to research and analyze issues and topics related to current events. Ability to draft and compile a variety of written communication products in a clear, concise style. 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.

## V. Learning Elements

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On completion of the assignment, the JPO will be able to undertake a number of the following skills:

- Draft communications products and related material for the PGA
- Plan and organize events and official visit for the PGA
- Build relationship with Member States, UN agencies and other stakeholders
- Gain further experience with communication tools, social media networks and content

- management systems
- Better understand the role of the General Assembly and its President

## **VI. Background Information**

The General Assembly is the main deliberative organ of the United Nations. It is composed of representatives of all Member States, each of which has one vote.

While the decisions of the Assembly have no legally binding force for Governments, they carry the weight of world opinion on major international issues, as well as the moral authority of the world community.

The work of the United Nations year-round derives largely from the decisions of the General Assembly--that is to say, the will of the majority of the Members as expressed in resolutions adopted by the Assembly. That work is carried out by committees and other bodies established by the Assembly to study and report on specific issues, such as disarmament, outer space, peacekeeping, decolonization and human rights; in international conferences called for by the Assembly; and by the Secretariat of the United Nations--the Secretary-General and his staff of international civil servants.

Under the Charter, the functions and powers of the General Assembly include:

- to consider and make recommendations on cooperation in the maintenance of international peace and security, including disarmament and arms regulation;
- to discuss any question relating to international peace and security and, except where a dispute or situation is being discussed by the Security Council, to make recommendations on it;
- to discuss and, with the same exception, make recommendations on any question within the scope of the Charter or affecting the powers and functions of any organ of the United Nations;
- to initiate studies and make recommendations to promote international political cooperation, the development and codification of international law; the realization of human rights and fundamental freedoms for all, and international collaboration in economic, social, cultural, educational and health fields;
- to make recommendations for the peaceful settlement of any situation, regardless of origin, which might impair friendly relations among nations;
- to receive and consider reports from the Security Council and other United Nations organs;
- to consider and approve the United Nations budget and to apportion the contributions among Members;
- to elect the non-permanent members of the Security Council, the members of the Economic and Social Council and those members of the Trusteeship Council that are elected;
- to elect jointly with the Security Council the Judges of the International Court of Justice; and, on the recommendation of the Security Council, to appoint the Secretary-General.

### **General Assembly Sessions**

The General Assembly's regular session begins each year on the third Tuesday in September and continues usually until the third week of December. In recent years, the Assembly has been in session throughout the year. Ahead of each regular session, the Assembly elects a new

President, 21 Vice-Presidents and the Chairmen of the Assembly's six Main Committees. The Assembly also holds a general debate, in which Member States express their views on a wide range of matters of international concern. To ensure equitable geographical representation, the presidency of the Assembly rotates each year among five groups of States: African, Asian, Eastern European, Latin American and Caribbean, and Western European and other States.

### **Main Committees**

Because of the great number of questions, which the Assembly is called upon, to consider the Assembly allocates most questions to its six Main Committees:

- -First Committee--Disarmament and International Security Committee
- -Second Committee--Economic and Financial Committee
- -Third Committee--Social, Humanitarian and Cultural Committee
- -Fourth Committee--Special Political and Decolonization Committee
- -Fifth Committee--Administrative and Budgetary Committee
- -Sixth Committee--Legal Committee

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**Alle Bewerbungsformalitäten unter [www.bfio.de](http://www.bfio.de),  
Stichwort: Junior Professional Officer (JPO)**