

United Nations – UN-Secretariat



Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Title:	JPO in Governance and Public Administration
Sector of Assignment:	Governance and Public Administration
Organization/Office:	United Nations Department of Economic and Social Affairs (UN DESA), Division of Public Institutions and Digital Government (DPIDG)
Country and Duty Station:	New York, USA
Duration of assignment:	2 years with possibility of extension for another year 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

Title of Supervisor:

Senior Inter-Regional Advisor on Transparency, Accountability and Integrity

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.

More importantly, the JPO will work under close guidance and with daily interaction with the supervisor in the spirit of team work. Regular meetings with the supervisor will be instrumental to provide guidance and feedback.

III. Duties, Responsibilities and Output Expectations

The JPO will support the implementation and monitoring of DPIDG's new Global Initiative on Transparency, Accountability, and Integrity for readying public institutions for the achievement of the Sustainable Development Goals (SDGs). In particular, s/he will

- Support the day to day implementation of the work programme,
- Assist in monitoring and reporting to donors,
- Support the organization of capacity development and peer-learning workshops, trainings programmes, panel discussions, meetings, and briefings,
- Support the development and implementation of assessment tools and methodologies,
- Support the development of training materials (on-line and off-line),
- Research Good Practices and Lessons Learned and develop case studies and success stories,
- Draft inputs for Policy Briefs, Policy Notes, technical papers and handbook(s) on issues related to transparency, accountability, integrity and preventing corruption in the public sector,
- Support the drafting of fundraising proposals and budgets for internal UN DESA Trust Funds and external donors,
- Support outreach and dissemination of activities via UNDESA's website and other modes of communication,
- Prepare speeches and presentations for senior staff,
- Take minutes and draft reports of meetings,
- Support administrative processes.

On request, the JPO will also be involved in the development and implementation of other DPIDG projects and initiatives, such as the Development Account (DA) project on 'Institutional arrangements for policy coherence, institutional coordination, and stakeholder engagement in SDG implementation and reviews in Africa, and Asia and the Pacific', DPIDG's Global Initiative on 'Strengthening Leadership in Public Institutions for the SDGs in cooperation with National Schools of Public Administration' and the annual UN Public Service Award Forum (UNPSA).

IV. Qualifications and Experience

Education:

Master's Degree in Public Policy and Administration, Political Science, Social Science or other relevant discipline.

Work experience:

A minimum of 2 years of work experience in the broader field of governance, public institutions and development cooperation required.

Languages:

Fluency in English. Fluency in a second UN working language (preferably French or Spanish) desirable.

Other skills:

- Technical expertise and understanding of issues related to transparency, accountability and integrity and anti- corruption desired.
- Work experience with an international organization, bi-lateral development organization or international non-governmental organization desired
- Long-term or short-term field experience in developing countries an asset.
- Experience in project coordination and the organization of workshops an asset.
- Ability to conduct background research and draft Policy Briefs, papers and reports in a clear and concise manner.
- Computer skills (MS Office)

UN competencies:

Professionalism:

- Works collaboratively with colleagues to achieve organizational goals
- Demonstrates the values of the United Nations in daily activities and behaviours
- Demonstrates professional competence and mastery of subject matter

Planning and organizing:

- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results

Communication:

- Speaks and writes clearly and effectively
- Demonstrates openness in sharing information and keeping people informed

V. Learning Elements

On completion of the assignment, the JPO will have/be able to

- Draft Policy Briefs, Policy Notes and reports
- Draft project proposals and project budgets for internal Trust Funds and external donors
- Organize capacity development workshops with government representatives and other stakeholders

VI. Background Information

The Department for Economic and Social Affairs (UN DESA) is a vital interface between global policies in the economic, social and environmental spheres and national action. Its work is guided by the universal and transformative 2030 Agenda for Sustainable Development, along with a set of 17 integrated Sustainable Development Goals (SDGs) and 169 associated targets adopted by the United Nations General Assembly on 25 September 2015.

Based at UN Headquarters in New York, UN DESA holds up the development pillar of the UN Secretariat. Its Divisions and Offices work together towards a common goal to promote the social, economic and environmental dimensions of sustainable development. UN DESA collaborates closely with its partners at regional and country levels in helping countries to formulate and implement national sustainable development strategies.

UN DESA's work promotes and supports international cooperation for sustainable development. It addresses a range of cross-cutting issues that affect peoples' lives and livelihoods, especially the most vulnerable. We are fundamentally concerned, not only with global prosperity today, but also tomorrow, having as a foundation the 2030 Agenda for Sustainable Development and the 17 Sustainable Development Goals (SDGs) supported by the Addis Ababa Action Agenda.

In providing a broad range of top quality analytical products, policy advice and technical assistance, UN DESA effectively translates global commitments in the economic, social and environmental spheres into national policies and actions and plays a key role in monitoring progress towards the SDGs.

UN DESA's mission, to promote development for all, underscores the need for all stakeholders – governments, UN and other international organizations, civil society and the private sector – to do their part to improve economic and social well-being and leave no one behind.

Within DESA, the Division for Public Institutions and Digital Government (DPIDG) focuses on analyzing and supporting efforts to make institutions inclusive, effective, accountable and well-equipped to achieve the Sustainable Development Goals (SDGs), as reflected in SDG 16, linking analytical, normative and capacity development work.

DPIDG's recently created Capacity Development Unit supports readying public institutions for the achievement of the SDGs with particular focus on Least Development Countries (LDCs) and Small Island Developing States (SIDS). Supporting public institutions in strengthening transparency, accountability, and integrity and preventing corruption is one of its main stream of work. In the spirit of the Agenda 2030 principle of 'Leaving No One Behind', DPIDG's capacity development efforts focus mostly on Least Developing Countries or Developing Countries with a focus on poor and vulnerable groups.

**Bitte senden Sie Ihre Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO).**

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