

United Nations – UN-Secretariat



Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Title:	JPO in Disarmament Affairs
Sector of Assignment:	Political Affairs
Organization/Office:	United Nations Office for Disarmament Affairs (UNODA)
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:
Deputy Chief, Conventional Arms Branch (CAB), UN Office for Disarmament Affairs (UNODA)

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 the JPO's performance.

III. Duties, Responsibilities and Output Expectations

The JPO

Under the supervision of the Senior Political Affairs Officer, the incumbent will, as required:

- Assist the desk officer for key conventional-arms-related elements of the Secretary-General's Disarmament Agenda (policy development, monitoring, coordination);
- Assist in inter-agency work on further developing measurability under SDG Target 16.4 (coordination, data collection, reporting templates, additional indicators);
- Further develop content, user-friendliness, and application of small arms control standards (ISACS) in interested countries, including in liaison with UN system partners and UNODA regional Centers;
- Participate in the UNODA Task Force on the SDGs, prepare summaries on meetings and maintain contacts with relevant custodian agencies regarding UNODA inputs;
- Prepare briefing notes, background papers, talking points, scripts, statements on subject matter;
- Provide content for the relevant webpages;
- Perform other related duties as required.

IV. Qualifications and Experience

Education:

Master's Degree in public/business administration, economics, political science, international relations, law, development, or other related area.

Work experience:

A minimum of 2 years of relevant work experience in political sciences, international relations, public administration, international law, development or related field. In particular, experience with drafting short analyses, background notes, talking points etc.

Languages:

English and French are the official working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of any other official UN language is desirable.

Other skills: Knowledge of issues relating to the nexus between security and development is an asset. Good to advanced knowledge of relevant computer applications such as Word, Excel, Access and PowerPoint.

UN competencies:

Professionalism: Basic understanding of the UN system; interest in how arms regulation can improve security at the national, regional and global levels; good research, analytical and problem-solving skills; interest in project management; ability to work with minimal supervision and to define priorities. **Commitment to continuous learning.** **Communication:** Excellent editorial and writing skills, ability to convey concepts to others in a comprehensible and accurate yet concise manner.

Teamwork: excellent interpersonal skills and ability to establish partnerships and working relations within the Office and outside. Ability to work in a multicultural and multi-ethnic environment with respect for diversity.

V. Learning Elements

The work of the incumbent entails considerable contacts with UN departments such as DESA, DPKO, UNODC, DPA, CTED and agencies and programmes such as UNDP, UNICEF, UNIDIR. This professional exposure prepares the incumbent for post-assignment career development and networking. In terms of acquisition of knowledge, the assignment prepares the JPO to be skilled in report analysis, project management, and mastery of the practical issues in the security-development nexus. The JPO will have become fully conversant on relevant UN processes (General Assembly, Security Council), as well as with reporting mechanisms and data collection and analysis related to the SDGs. The JPO will have obtained an excellent sense of the value of taking initiative, of applying the correct working procedures, and of persistence in following through in a bureaucratic environment. Ultimately, it is expected that at the end of the assignment, the incumbent would have refined her or his future career prospects with a better understanding of the technical and substantive issues in the field of arms control as they relate to development processes, including the elaboration and management of projects in this field.

VI. Background Information

The JPO would be working in the Conventional Arms Branch (CAB) of the United Nations Office for Disarmament Affairs (UNODA). The Branch covers all aspects of conventional arms regulation, including military confidence-building measures, and chairs the UN-internal inter-agency coordination on these matters. Recently, the Branch has been tasked with the coordination and implementation of the conventional arms chapter of the Secretary-General's new Disarmament Agenda ("Disarmament that Saves Lives").

This position with considerable responsibilities and steep learning opportunities combines an expected deepening of knowledge on the cross-sectional issue of small arms, with sharpening policy development skills in an inter-agency context, and a sustained exposure to key elements of project management.

The Secretary-general's new Disarmament Agenda (2018) includes a chapter on "Disarmament that Saves Lives", which focuses on the pressing need to better regulate and control conventional weaponry, in particular small arms and light weapons. This position will support this work – strengthening the interface between the standard-setting at the normative level and the necessary application of those norms, through solid guidelines and standards, in national implementation.

Support for building capacity of States on small-arms control for the achievement of the SDGs

The landmark 2030 Agenda for Sustainable Development crucially recognizes that only peaceful societies will achieve desired levels of sustainable development. The illicit trade in, and the ubiquitous misuse of small arms continue to be massive impediments to peace and sustainable development worldwide. Adequate small arms regulation and control are essential for reducing conflict, crime and violence, and a prerequisite for safe, peaceful conditions conducive for sustainable development.

The United Nations Programme of Action on small arms (PoA) provides the global framework for tackling the small arms problem, committing all States to improving national small arms laws, import/export controls, stockpile management, marking and tracing, and to engage in cooperation and assistance. Although progress has been made, much more must be done to strengthen small arms regulation if the commitments made in the 2030 Agenda are to be fulfilled.

Small arms control measures are distinct from other arms regulation. Of the 900 million firearms in the world, three-quarters are in civilian hands, and only one in eight are actually registered with authorities.

The fact that small arms are generally the only weapons category allowed in civilian possession, means that controls need to cover a uniquely wide area. It requires regulatory measures and building capacity of actors and institutions well beyond those involved in government control over other weapons systems – for instance engaging with municipalities, police, former combatants, grass-roots civil society groups, at-risk youth, and community violence reduction initiatives.

UNODA, as co-custodian of the SDG Indicator on reducing illicit arms flows, is actively engaged in improving measurability, further developing indicators under the relevant SDG targets, and assisting in data collection. This is done in full coordination with other UN system partners, through the UN-internal inter-agency coordination mechanism chaired by UNODA.

When strengthening States' capacities, UNODA systematically applies the international small arms control standards (ISACS) it has developed with UNDP. These modular standards provide guidance on a broad spectrum of small arms control efforts. The consistent operationalization of ISACS at country level strengthens the security-development nexus by enabling States to establish a safer environment conducive to all forms of advancement.

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Führungskräfte zu Internationalen Organisationen (BFIO).**

**Alle Bewerbungsformalitäten unter www.bfio.de,
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