United Nations – UN-Secretariat

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

<table>
<thead>
<tr>
<th>Title:</th>
<th>JPO in International Development and Cooperation</th>
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<td>Sector of Assignment:</td>
<td>Policy Development and Coordination</td>
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<tr>
<td>Organization/Office:</td>
<td>UN-OHRLLS - United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and the Small Island Developing States</td>
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<td>Country and Duty Station:</td>
<td>New York, USA</td>
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<td>Duration of assignment:</td>
<td>2 years with possibility of extension for another year</td>
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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 Programme Management 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 Programme Management Office, Team Leader, Sub-Programme 1 on Least Developed Countries, the JPO will be responsible for the following duties:

- Assist in policy development and coordination, monitoring and reporting of UN System-wide activities related to the LDCs and the implementation of the Istanbul Programme of Action, especially with respect to the role of the private sector. In this context, assist particularly in to the organizational and substantive preparations for the Fifth LDC Conference as well as the implementation of its outcome. The private sector involvement in the preparations for the Fifth Conference will be one of the focus areas of the JPO.
- Provide analytical and research assistance to the Team Leader and other staff in the Sub-Programme, by assisting in the preparation of written outputs, including annual reports to the UN General Assembly, background and issues notes, newsletters and inputs to publications, including on investment promotion in LDCs.
- Provide inputs for statements and talking points of the High Representatives for inter-governmental, multilateral and bilateral meetings.
- Compile and review reports, background notes and statistical data related to the LDCs.
- Assist in the organization of meetings, panels, roundtables, etc. on development issues related to the LDCs.
- Perform other duties/assignments as they evolve out of the mandate of the UN-OHRLLS, including those related to the LLDCs and SIDS.

IV. Qualifications and Experience

Education:
Master’s degree in Political Science, International Relations, International Economics, Law or related fields.

Work experience:
At least two years of progressively responsible professional experience in development work, with specific focus on the development challenges of the least developed countries, landlocked developing countries and small island developing states.

Languages:
Fluency in spoken and written English; knowledge of another official UN language is 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

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; Understands
applicability and limitations of technology to the work of the office; Actively seeks to apply
technology to appropriate tasks; Shows willingness to learn new technology

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own
occupation/profession; Actively seeks to develop oneself professionally and personally;
Contributes to the learning of colleagues and subordinates; Shows willingness to learn from
others; Seeks feedback to learn and improve

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/be able to:
• Possess a thorough understanding of the special needs of the least developed
countries, especially in the area of private sector development and investment
promotion,
• Understand development concerns on a wide range of issues of pertinence to the most
vulnerable Member States,
• Analyse debates on development cooperation issues and summarize the salient action
points,
• Possess an in-depth understanding of the UN development system, including a network
of professionals in different UN entities
• Write speeches for the High Representative which carry the office’s advocacy
messages,
• Organize side and special events in furtherance of the advocacy function of the office
• Prepare talking points and issue papers and background notes.

VI. Background Information
• UN-OHRLLS was established by the General Assembly in 2002 to mobilize international
support for the effective implementation of the Programme of Action for the LDCs,
LLDCs and SIDS. The office undertakes advocacy and awareness raising activities on
issues of concern to the most vulnerable countries. In addition, it has monitoring,
coordination and reporting responsibilities. Further details about the office are available
on our website www.unohrlls.org

• Given the small size of the office, staff activities are not rigorously compartmentalized.
Thus, the JPO will be called upon to participate in all aspects of the work programme

• The living conditions at the Headquarters duty station are excellent.
Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).

Alle Informationen finden Sie unter www.bfio.de