United Nations – UN-Secretariat

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

<table>
<thead>
<tr>
<th>Title:</th>
<th>JPO in Programme Management</th>
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<tbody>
<tr>
<td>Sector of Assignment:</td>
<td>Peacekeeping</td>
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<td>Organization/Office:</td>
<td>United Nations Department of Peacekeeping Operations (DPO) / Office of the Special Representative of the Secretary-General / United Nations Mission in South Sudan (UNMISS)</td>
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<td>Country and Duty Station:</td>
<td>Juba, South Sudan</td>
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<td>Duration of assignment:</td>
<td>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</td>
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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:
Acting Fund Manager

Content and Methodology of Supervision:
Establishment of a Work Plan: During the first month of assignment, the JPO will work jointly with his / her direct supervisor to finalise an agreed workplan. The final workplan will be discussed and agreed to by the JPO and his/her supervisor and used as the basis for continuous performance management.
Evaluation:
The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate JPO’s performance. The system is based on an agreed work plan and regular performance discussions as well as bi-annual performance reviews.

III. Duties, Responsibilities and Output Expectations

Under supervision of the Fund Manager, the JPO will
- Support the timely implementation of the Funding Allocation Process including through review and revision of concepts, strategies and programme / project proposals;
- Systematically compile and prepare information updates on the status of projects for the SC, donors and relevant stakeholders of the Fund;
- Support initiatives to build capacity and develop potential partner organisation abilities in the development of concept notes, joint strategies and project documents.
- Support recipient organisations throughout the project lifecycle promoting compliance with Fund guidelines, rules and procedures;
- Conduct field visits to project sites to support the monitoring of implementation of RSRTF funded projects, ensuring that it is in line with the project proposal and the grant agreement;
- Support the collection of information and preparation of information products on the Fund such as dashboards, newsletters and/or interim and annual reports by contacting partners or analyzing available project data as required;
- Support assessments to ensure compliance with monitoring and reporting requirements of the Fund;
- Support the planning and preparation of meetings of the Steering Committee and hold records of decisions through minutes of the meetings;
- Support and participate in lessons learned exercises, audits and evaluations;
- Support stakeholder sensitisation and training workshops and capacity building activities on tools and methodologies for planning, monitoring, evaluation and reporting;
- Perform other duties as assigned.

IV. Qualifications and Experience

Education:
Master's degree in political science, international relations, social science, economics, law, public administration, or a related field.

Work experience:
At least two years of experience in project or programme management and coordination, humanitarian or development.

Languages:
English and French are the working languages of the United Nations. For this position, Fluency in oral and written English is required.
Other skills:
- Ability to draft clearly and concisely in English. Strong analytical and problem-solving skills.
- Demonstrated experience in coordinating with a wide variety of actors.
- Knowledge of the political environment in South Sudan and the region would be 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

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

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

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:
- Understand the operation, modalities and complexities of a UN Trust Fund and integration between peacekeeping, humanitarian and development actors and activities in a complex operating environment.
- Oversee implementation of programming projects and coordinate effectively amongst a range of UN stakeholders, NGOs and other partners.
- Carry out and have innate understanding of concept, strategy and proposal development and planning.
- Oversee complex coordination mechanisms bringing together a range of partners.
• Conduct monitoring and evaluation through a range of tools and methodologies.
• Understand the planning requirements and training needs for the conduct of sensitization workshops and capacity building activities on tools and methodologies for monitoring, evaluation and reporting.

VI. Background Information

The recently revitalized peace process offers new opportunities for South Sudan to realise transformational change and move beyond the cycles of conflict and violence that have propagated widespread aid dependency. Providing immediate and flexible financing to maximise the potential of the current political environment, the South Sudan Multi Partner Trust Fund for Reconciliation, Stabilization, and Resilience (South Sudan RSRTF) has been established to enable integrated programmes that together lessen the destructive drivers of conflict and develop more peaceful and self-reliant communities.

The Fund pioneers an innovative whole of system, area-based programming approach to support comprehensive and durable approaches to overcome fragility, political instability and societal disintegration. The approach ensures a collective effort across political, security and development actors, within and outside of the United Nations system. In so doing, the Fund will build stronger foundations for implementation and consolidation of the R-ARCSS and foster stable political and security environments in which to pursue increased resilience focused programming and seize enhanced recovery and development opportunities.

The Trust Fund builds on the vision of the Secretary General to forge greater coherence across the United Nations system and will promote more coordinated, coherent and integrated peacebuilding efforts among the United Nations mission and the United Nations Country Team (UNCT). The programmatic framework of the South Sudan RSRTF is anchored in the United Nations Cooperation Framework (UNCF), and will support delivery of critical components of the Mandate of the UN Mission in South Sudan (UNMISS) specifically: Supporting the implementation of the Revitalised Agreement and the wider Peace Process; Fostering a secure environment for the safe, informed, voluntary, and dignified, return or relocation of IDPs and refugees; Supporting the facilitation of the safe, informed, voluntary, and dignified return or relocation of IDPs from United Nations protection of civilian sites, in coordination with humanitarian actors and other relevant stakeholders, and within existing resources.

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

Alle Informationen finden Sie unter www.bfio.de