JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

TERMS OF REFERENCE

I. General Information

Title: JPO in Policy Coordination

Sector of Assignment: Policy Coordination, Political Affairs


Duty Station: Vienna, Austria

Duration: 2 years with possibility of extension for another year

The 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: Policy Coordination Officer (Team leader); Policy and Inter-agency coordination team

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.

Supervision will also include the following:
- Detailed rolling work plan, including goals and schedule of activities according to priorities;
- Weekly informal meetings to discuss priorities, performance and progress;
- Formal quarterly meetings to discuss progress;
- Formal half-yearly review of progress.
- Formal end of year review, discussion and drafting of following year’s workplan and schedule of activities.

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

The JPO will contribute to the policy and inter-agency coordination and the gender equality function of the ODG/OED. More specifically, the JPO will assist in:
- The preparation of briefing material, talking points, and other substantive documents for the Director-General/Executive Director (DG/ED)’s meetings and missions; ensure submission of material to the DG/ED within established deadlines and adhering to established quality standards;
- The preparation of talking points and background information for the Secretary-General’s and other UN senior official’s briefing material, as requested;
- Facilitating UNODC’s contribution to the UN System’s coordination efforts in substantive and administrative areas of relevance to UNOV and UNODC;
- Reviewing submissions to reports of the Secretary General or other high-level officials or UN bodies through ODG/OED;
- Reviewing internal policy and programmatic documents and providing contributions to support the DG/ED’s decision making;
- Attending meetings of the DG/ED, drafting and reviewing minutes, and monitoring and facilitating follow-up;
- Providing policy support to the DG/ED for intergovernmental meetings and Member States groupings;
- The coordination and implementation of UNODC mandates and policy positions
- Addressing key institutional challenges to ensure smooth and accountable delivery of the organisation’s work programme
- Supporting institutional change processes (such as enterprise risk management, promoting gender equality, new technologies and others);
- Keeping abreast of policy issues related to UNODC mandate areas as well as strategic and operational developments at UN HQs level and within UNOV and UNODC to ensure informed contributions to the policy coordination function;
- Liaising with substantive units of UNOV/UNODC to obtain timely information on projects, reports, activities and events that require the DG/ED’s attention
- Supporting the implementation of the global programme on gender equality, managed in ODG/OED, if required
- Progress monitoring of the policy and inter-agency coordination function and contribute to the ODG/OED progress report;
- Administrative tasks (e.g. SAP (umoja), budgetary and financial functions, etc.)
- Perform other tasks as assigned.

IV. Qualifications and Experience

**Education:**
Master's degree in public administration, international relations, political sciences, social sciences, law, management or related field is required.

**Work experience:**
A minimum of two years of relevant work experience, preferably within government or within an organization active in international affairs in a policy coordination function including gender equality tasks

**Languages:**
Fluency in written and spoken English. Excellent command of French or of another UN official language is an asset.

**Other skills:**
Word, Excel, Content Management Systems. Excellent drafting and interpersonal skills.

**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

CLIENT ORIENTATION: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

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:

• Provide support to senior management for policy coordination
• Significant experience in addressing a variety of issues being addressed by the UN and in particular by UNOV and UNODC;
• Knowledge of policy and procedural aspects of the work of the United Nations to counter drugs, crime and terrorism worldwide;
• Knowledge of the drug control, crime-related and counter-terrorism treaties that UNODC is mandated to support;
• Experience in systematically promoting gender equality
• Experience in the functioning and management of the Office of an Under-Secretary-General.
• Experience in supporting the work of the Director-General/Executive Director of UNOV/UNODC.

VI. Background Information

The integrated Office of the Director-General/Executive Director is headed by a Chief, who is accountable to the Director-General/Executive Director. The core functions of the Office of the Director-General are as follows:

a) Assisting the Director-General in the overall direction and management of the United Nations Office at Vienna and the coordination of the activities of its units;
b) Cooperating with the host Government and providing protocol services for the United Nations offices in Vienna, including processing letters of credentials for the heads of permanent missions in Vienna;
c) Representing the Legal Counsel in Vienna, assisting the Director-General on all legal matters and providing legal services for entities of the United Nations Secretariat in Vienna;

d) Arranging for representation of the United Nations at meetings and conferences held in Vienna

e) Coordinating with the United Nations Industrial Development Organization, the International Atomic Energy Agency and the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization on common policy matters affecting the agencies based in Vienna;

f) Maintaining liaison with the Executive Office of the Secretary-General and other Secretariat units at Headquarters.

The core functions of the Office of the Executive Director are as follows:

a) Assisting the Executive Director in the overall executive direction and management of the United Nations Office on Drugs and Crime;

b) Facilitating inter-office cooperation in the implementation of workplans and in administrative matters;

c) Ensuring the timely implementation of decisions by the Executive Director and coordinating, for the Executive Director, inputs from all organizational units to the activities of the United Nations Office on Drugs and Crime.

Within delegated authority and under the supervision of the Policy Coordination Officer, the JPO will be involved in all the activities listed above.

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

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