United Nations – UN-Secretariat

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

<table>
<thead>
<tr>
<th>Title:</th>
<th>JPO in Gender Affairs</th>
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<td>Sector of Assignment:</td>
<td>Peacekeeping</td>
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<tr>
<td>Organization/Office:</td>
<td>Office of Military Affairs, Department of Peacekeeping Operations (DPO)</td>
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<td>Duty Station:</td>
<td>United Nations Secretariat, New York, USA</td>
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<tr>
<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

Direct Supervision by:
Second Reporting Officer: Chief of Staff, OMA
First Reporting Officer: Chief of Policy and Doctrine Team, Office of Military Affairs

Title of Supervisor: Chief of Policy and Doctrine Team, Office of Military Affairs

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

The JPO in Gender Affairs will be attached to the Policy and Doctrine Team of the Office of Military Affairs. He/ she will be responsible for providing lead support for the implementation of all gender-related activities of the Office of Military Affairs and will do so under the supervision of the Policy and Doctrine Team and the Office of the Chief of Staff, Office of Military Affairs. Acting as liaison between the Gender Unit and the Office of Military Affairs, he/ she will:

- Contribute to the Office of Military Affairs activities for ensuring implementation of the UN wide strategy for gender Parity and the Department-wide Action Plan on the implementation of Security Council resolution 1325 on Women, Peace and Security;
- Oversee the implementation of a Strategy to put into effect the Guidelines for Integrating a Gender Perspective in the Work of the Military in UN Peacekeeping Operations, which were issued by DPKO in 2010.
- Contribute to the planning and organization of policy, review dialogues and workshops to facilitate implementation of gender mainstreaming and gender balance objectives in the work of Office of Military Affairs;
- Contribute to the preparation and submission of military component input to gender and peacekeeping reporting requirements for both internal and external audiences;
- Contribute to the collection of good practices on gender-sensitive military operations to inform policy decisions of the Office of Military Affairs;
- Respond to requests and assist with day-to-day backstopping support to military component gender focal points in various peacekeeping missions;
- Engage and advocate with Member States to promote and increase deployment of women military officers at all levels in peacekeeping;
- Participate in all relevant substantive activities of the DPKO Gender Unit, including the annual meeting of Gender Advisers and Focal Points.
- Undertake representational activities as required.

IV. Qualifications and Experience

Education:
**Master's degree** in the field of Social Sciences, International Relations, Political Affairs or related field. Graduation from a military academy is preferable but not mandatory.
Awareness of gender, rule of law or human rights issues.
Professional competencies related to creativity, teamwork, communication, client-orientation, planning and organizing and commitment to continuous learning.

Work experience:
Minimum two years of work experience in gender, human rights or related areas. Field experience and knowledge of peacekeeping is essential. Male candidates are also encouraged to apply.

Languages:
English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French or another UN official language is desirable.
Other skills:

UN competencies:

PROFESSIONALISM:
• Is able to conduct independent research and analysis, identify issues, formulate options, and present conclusions and recommendations;
• Demonstrates understanding of field mission mandates and associated regional dynamics;
• 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;
• Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 AND 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.

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 audience; demonstrates openness in sharing information and keeping people informed.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to:
• Undertake policy-based research with particular expertise on research related to gender issues in peacekeeping.
• Prepare progress reports for the Office of Military Affairs, including documentation of lessons learnt, and expand skills for information management and dissemination.
• Draft project proposals and budgets according to UN standards.
• Assist in the undertaking of public advocacy and representational activities for wide audiences.
• Maintain good communication networks across different departments and substantive areas and between headquarters and field-based staff.
VI. Background Information

One of the Secretary-General’s top priorities when he took office in January 2017 was to address the various initiatives to achieve gender parity across the United Nations system over the next few decades. He realized that, although progress had been made in some areas, urgent attention was needed.

“This goal is not just about numbers, but about transforming our institutional culture so that we can access and capitalize on our full potential. It is about creating a working environment that embraces equality, eradicates bias and is inclusive of all staff,” writes the Secretary-General in his letter sent to staff on 13 September 2017 to announce the launch of the System-wide Strategy on Gender Parity.

While gender equality refers to the equal rights, responsibilities and opportunities of women and men and girls and boys, gender parity is another term for equal representation of women and men in a given area. Working toward gender parity is a key part of achieving gender equality.

The Department of Peacekeeping Operations is mandated to plan, prepare, manage and direct UN peacekeeping operations so that they can effectively fulfill their mandates under the overall authority of the Security Council and General Assembly, and under the command vested in the Secretary-General. The Policy and Doctrine Team assists in the planning, conduct and management and support of peacekeeping operations by learning from experience, problem solving and transferring best practices in United Nations peacekeeping.

DPKO’s Office of Military Affairs is made up of three services and two teams: The Military Planning Service, Force Generation Service, Current Military Operations Service, Assessment Team and Policy and Doctrine Team. The Office’s main priorities are twofold: policy and strategy development and field mission management.

In carrying out its mandated tasks of maintaining ceasefires, separation of forces, protection of civilians and helping to lay the foundations for a sustainable peaceful environment, the Office of Military Affairs works to ensure the integration of a gender perspective in the work of military components in peacekeeping missions. To support gender mainstreaming efforts, contingents in peacekeeping missions are being encouraged to appoint a Military Gender Associate to assist staff of the Mission’s Gender Units. At headquarters, the Office of Military Affairs actively engages in advocating with Member States to nominate more uniformed female officers for deployment in field missions.

The JPO in Gender Affairs in the Department of Peacekeeping Operations will be appointed to this position as soon as possible in 2020. He/She is responsible to support the office at four main levels:

i) overseeing the development of relevant policies and guidance to facilitate the integration of a gender perspective in peacekeeping operations;

ii) providing support to the gender advisors and gender focal points in DPKO peacekeeping missions;

iii) documentation of best practices and lessons learnt on gender and peacekeeping;

iv) establishing and maintaining strategic partnerships with key stakeholders and actors within and outside of the UN.
Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).

Alle Informationen finden Sie unter www.bfio.de