

United Nations – UN-Secretariat

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Title:	JPO in Administration
Sector of Assignment:	Internal Justice System
Organization/Office:	United Nations Office of Administration of Justice (OAJ)
Country and Duty Station:	New York, United States
Duration of assignment:	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! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

II. Supervision

Title of Supervisor:
Executive Director

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.

A work-plan with expected deliverables will be established during the first month of the

assignment. Weekly and impromptu meetings are held to report on progress and problems. The overall nature and variety of this assignment will require a considerable degree of flexibility and broad scope for judgement and initiative. Supervisor is available to discuss and support the incumbent in case of complications and/or unforeseen conditions. Work is regularly discussed and decisions or proposals are usually evaluated for soundness and conformity with objectives and targets.

III. Duties, Responsibilities and Output Expectations

The JPO provides primary support to the Executive Director of the Office of Administration of Justice and works closely with the Headquarters Client Support Service in the Department of Operational Support.

The JPO will be dealing with matters relating to human resources, budget and finance, procurement and general administration.

Human Resources:

- Effectively coordinates actions relative to the administration of human resource activities, e.g. recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Coordinates and monitors all matters relating to designation of staff members and ensures appropriate follow up actions are taken.

Budget and Finance:

- Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan.
- Coordinates the production of programme reports.

General Administration and Procurement:

- Reviews recommendations made by the Headquarters Committee on Contracts and by the Headquarters Property Survey Board and ensure appropriate follow up actions are taken.
- Oversees work related to billing and receipt of income from various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services.
- Reviews adequacy of departmental space requirements.

IV. Qualifications and Experience

Education:

Master's degree in business or public administration, finance, law or related area.

Work experience:

Minimum of 2 years of experience in human resources management, administration or related area.

Languages:

Fluency in oral and written English is required. Knowledge of French is desirable.

Other skills:

Proven analytical and evaluative skills and ability to conduct independent research and analysis, identifying issues, formulating options and making conclusions and recommendations. Solid computer 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

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:

- Undertake a recruitment process from start to finish
- Understand the UN procurement process and have knowledge of the UN Financial Rules and Regulations
- Understand the budget process in the UN

VI. Background Information

This position is located in the Office of the Executive Director, Office of Administration of Justice (OAJ) and requires close cooperation with the Headquarters Client Support Service in the Department of Operational Support.

The incumbent provides primary support to the Executive Director of the Office of Administration of Justice.

OAJ is an independent office, based in New York, responsible for the overall coordination of the formal components of the UN's internal justice system. It is headed by an Executive Director. OAJ was established at the outset of the system with the rationale that a separate Office of Administration of Justice, with operational and budgetary autonomy, would ensure the institutional independence of the system of internal justice. Apart from the Office of the Executive Director, which is mandated to provide recommendations on any improvements to the functioning of the system and undertake outreach, OAJ includes staff members in the Registries of the United Nations Dispute Tribunal and the United Nations Appeals Tribunal, who support the independent judges, and the Office of Staff Legal Assistance which provides legal assistance to staff members free from any other instruction.

The Office of Administration of Justice includes:

- The Office of the Executive Director
- The Office of Staff Legal Assistance
- The Registries of the UN Dispute Tribunal
- The Registry of the UN Appeals Tribunal

More information about the Office is available at:

<https://www.un.org/en/internaljustice/oaj/about.shtml>.

The internal system of administration of justice at the United Nations addresses employment related disputes between the Organization and its staff members. It comprises informal avenue for dispute resolution (through the Organization's ombudsman and mediation services) and formal avenues (through management evaluation and adjudication of appeals to the first instance United Nations Dispute Tribunal and appellate Appeals Tribunal comprised of independent and professional judges).

More information about the internal justice system is available at:

<https://www.un.org/en/internaljustice/oaj/about.shtml>.

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

Alle Informationen finden Sie unter www.bfio.de