

United Nations – UN-Secretariat

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Title:	JPO in Political Affairs
Sector of Assignment:	Political Affairs
Organization/Office:	United Nations Department of Peace Operations (DPO) / United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO) / Political Affairs Division
Country and Duty Station:	Kinshasa, Democratic Republic of the Congo
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:
Senior Political Affairs 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

Political Analysis and Advice

-Identify, monitor, collect and analyze political developments, trends, emerging issues, conflict dynamics and provide early warnings on hot spots etc. in the Democratic Republic of the Congo (DRC) and the Great Lakes region assigned.

-Assess implications and make recommendations to senior management/mission leadership of MONUSCO on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives.

Reporting and Information Management

-Prepare summary and analytical reports including, but not limited to, situation reports, briefing notes, options papers, code cables for New York and input for the reports of the Secretary-General to the Security Council.

-Prepare contextual information materials, such as background notes and political profiles
Manage database and other tools designed to ensure its accessibility and utility of information.

Planning, Coordination and Facilitation

-Develop and maintain collaborative relationships with different components of MONUSCO, as well as other UN Agencies and the broader UN family. Further, engage with political leaders, civil society actors, and government officials, as well as other national and international partners on information-sharing, policy and coordination matters.

-Consult and cooperate with partners to implement strategies and plans of action to address political challenges, in pursuit of shared objectives; Monitor, evaluate and report on implementation.

-Support preparations for official meetings, events and visits, by senior UN officials; Prepare written summaries of meetings/visits and assist with follow-up activities, as appropriate.

-Perform other relevant duties as required.

IV. Qualifications and Experience

Education:

Master's degree in related field.

Work experience:

-A minimum of 2 years of working experience in relevant field.

Languages:

Fluency in English is required; knowledge of French is highly desirable.

Other skills:

- Experience in drafting documents.
- Experience working in multidisciplinary team.

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:

- Collect and synthesize information
- Write different kinds of UN reports (including Note to the File, Daily Situation Reports, Weekly Assessment, Secretary General's Report etc.
- Assess and contribute to project proposals for political outreach

VI. Background Information

On 1 July 2010, the Security Council, by its resolution 1925, established the United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO). The mission was authorized to use all necessary means to carry out its mandate relating, among other things, to the protection of civilians, humanitarian personnel and human rights defenders under imminent threat of physical violence and to support the Government of the DRC in its stabilization and peace consolidation efforts. For more information on the mission's mandate visit <https://monusco.unmissions.org/en/mandate>.

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

Alle Informationen finden Sie unter www.bfio.de