

United Nations – UN-System Chief Executives Board for Coordination (CEB)

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Title:	JPO in Sustainable Development
Sector of Assignment:	Interagency Coordination, Sustainable Development
Organization/Office:	United Nations / Secretariat of the United Nations System Chief Executives Board for Coordination (CEB)
Country and Duty Station:	New York, USA
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 Supervisors:
Secretary of the High-level Committee on Programmes (HLCP) and/or
Programme Officer (HLCP)

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.

Supervision: Ongoing discussions will take place between the supervisor(s) and supervisee throughout the reporting period regarding tasks to be performed. This will include regular meetings to review priorities and status of activities, and to provide guidance on how to accomplish work assignments and meet goals, routine feedback on work products, monitoring of progress against work plan, and periodic informal assessment of performance.

III. Duties, Responsibilities and Output Expectations

Under the overall direction of the Secretary of HLCP, the incumbent will perform the following duties:

- Contribute to the work of HLCP in leading and coordinating coherent system-wide strategies, approaches, and actions towards effective implementation of sustainable peace and development goals, including through greater conceptual, strategic and policy integration across the pillars of the UN's mandate (development, human rights, humanitarian affairs, peace and security);
- Assist in the crafting of integrated system-wide approaches in support of an effective implementation of the 2030 Agenda for Sustainable Development and achievement of the Sustainable Development Goals (SDGs);
- Support UN system-wide efforts in addressing normative and operational challenges arising mega trends (geopolitical, demographic, climatic, technological, social and economic shifts) and rapidly evolving technologies (i.e. artificial intelligence, cyber security, biotechnology, etc);
- Assist, through information collection and analysis, in carrying out research and preparing papers on issues of system-wide importance;
- Provide substantive and organizational support to the meetings of CEB and HLCP, including drafting reports, background material, public information material, statements and talking points, and assisting with logistics;
- Monitor the work of inter-governmental bodies (General Assembly, ECOSOC, High-level Political Forum) and inter-agency networks on wide variety of sustainable development issues and emerging challenges of UN system-wide concern, and prepare summary reports;
- Support the preparation of reports to intergovernmental bodies, including Committee for Programme and Coordination, ECOSOC and the General Assembly, mandated for preparation by the CEB Secretariat. These may include the Annual Overview Report, and other reports on issues of interest to the UN system, such as those involving the Joint Inspection Unit;
- Provide substantive and research support to information and knowledge-sharing among UN system organizations, including through electronic networking and posting of material on the CEB website;
- Undertake other duties as may be required.

IV. Qualifications and Experience

Education:

Master's degree in economics, social sciences or related field
(*bitte beachten Sie auch die Hinweise unter VII.*)

Work experience:

A minimum of two years of experience in social/economic development and/or policy analysis; experience at the international level is desirable.

Languages:

Fluency in written and oral English is essential; knowledge of French is essential (B2 level) and another official UN language is an advantage.

Other skills:

Excellent research and communication skills; strong computer skills; experience in website content management a plus.

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

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

- Developed a good overview of interagency mechanisms and a deep understanding of the individual mandates, priorities and challenges of UN system organizations;
- Gained substantive knowledge of wide variety of programmatic issues relevant to the achievement of the SDGs, including emerging challenges emanating from new global trends and rapidly evolving technological advances;
- Enhanced understanding of multilateral system and range of intergovernmental deliberation and decision making processes;
- Been exposed to coordination, decision-making and experience exchange at senior and executive level across UN System organizations;
- Cultivated a professional networks of contacts across the UN system;
- Honed research and analytical skills;
- Sharpened his/her ability to prepare a wide range of written products for a UN audience, including meeting summaries, background papers, analytical notes, talking points, official correspondence, input to official reports, and content for websites and other social media vehicles

VI. Background Information

The UN System Chief Executives Board for Coordination (CEB) is the highest inter-agency body for coordination in the UN system on social, economic and related matters. CEB is chaired by the UN Secretary-General and is composed of the executive heads of 31 organizations of the UN system. It aims to advance cooperation and coherence among UN system organisations (specialised agencies, funds and programmes, and other related organisations) in programme, management and operational areas through a coordinated approach on issues of system-wide concern. The CEB meets twice a year.

Substantive inter-agency work is carried out by the CEB's two pillars: the High Level Committee for Programmes (HLCP), and the High Level Committee for Management (HLCM). These bodies meet twice a year prior to CEB meetings, in order to ensure that their work informs CEB discussions. These pillars provide direction and guidance to substantive networks, working groups and task forces in each area under their responsibility.

HLCP promotes policy coherence and system-wide cooperation, coordination and knowledge sharing in strategic programme areas and in response to emerging challenges of concern to the entire UN system. The Committee's agenda is focused on critical sustainable development issues, including employment, climate change, migration, and conflict prevention as well as technological frontier issues such as artificial intelligence.

The CEB Secretariat is composed of two offices, one in New York supporting the HLCP, and one in Geneva supporting the HLCM.

VII. Wichtige Hinweise

Diese JPO-Stelle ist eingebunden in die deutsch-französische Zusammenarbeit. Bewerberinnen und Bewerber müssen mindestens ein Akademisches Jahr an einer französischen Hochschule in ihrem Fachgebiet studiert haben.

Ein Studienabschluss der Deutsch-Französischen Hochschule (Doppel-Master) wird besonders bewertet.

Französische Sprachkenntnisse werden vorausgesetzt, und müssen zumindest auf dem Niveau/Level B2 des Europäischen Referenzrahmens nachgewiesen werden und werden im Auswahlverfahren überprüft.

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

Alle Informationen finden Sie unter www.bfio.de