



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2022-1-01

TERMS OF REFERENCE

I. General Information

Title:	JPO in Programme Management
Sector of Assignment:	Political Affairs/Policy/Coordination/Counter-Terrorism
Organization/Office:	United Nations Headquarters / United Nations Office of Counter-Terrorism (UNOCT) / Office of the Director, United Nations Counter-Terrorism Center (UNCCT)
Country and Duty Station:	New York, United States of America
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

Direct Supervision by:
Chief of PRR Unit, (P4), UNCCT

Content and methodology of supervision:

The JPO will be supervised on a day-to-day basis. An annual work plan will be agreed upon with the supervisor at the start of the assignment and will be updated as needed. There will be a review and planning discussion with the supervisor on a regular basis. A staff performance review will be conducted every year (including mid-term review) in line with UN rules and regulations.

III. Duties, Responsibilities and Output Expectations

Under the supervision of the Chief of the PRR Unit, and through consultations with experts and practitioners from UNOCT, UNCCT and Global Counter-Terrorism Coordination Compact (GCTCC) entities, the incumbent will be responsible for the following duties:

- Support various programme and project management activities under the UNOCT/UNCCT Global Programme on Prosecution, Rehabilitation and Reintegration (PRR);
- Support timely and high-quality reporting of the programme's activities and projects, including compiling post- activity reports, surveys, scoping mission reports etc.;
- Conduct basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
- Provide substantive support for policy coordination on PRR and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies;
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.;
- Provide administrative and substantive support to consultative and other meetings, conferences, workshops, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.;
- Support the PRR Unit in the development of proposals to donors and support to project planning and development;
- Prepare various written outputs, e.g. draft background papers, talking points, statements, analyses, sections of reports and studies, inputs to publications, brochures etc.; prepare briefing notes and relevant summary reports for senior management as well as for major events;
- Consolidate and analyze data on programme and project implementation and act as the focal point for data collection to be used for the monitoring and evaluation of projects;
- Liaise regularly with all relevant partners in order to gather and collate accurate data about programme and project activities;
- Document progress against project implementation plans, results matrix, milestones and targets;
- Perform other related duties as required.

IV. Qualifications and Experience

Education:

Master's degree in political science, international law, international relations or other relevant field.

Work experience:

A minimum of two years of work experience and proven experience in drafting policy papers, reports and summaries on counter-terrorism or political matters, as well as in conducting research and providing timely input on policy questions. Good knowledge of United Nations and other counter-terrorism conventions, instruments and documents, in particular the UN Global Counter-Terrorism Strategy and its four pillars.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required.

UN competencies:

PROFESSIONALISM: Ability to complete in-depth studies and analysis of the threat of terrorism and violent extremism globally. Demonstrates professional competence and mastery of counter-terrorism analysis; Shows pride in work and in achievements; 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.

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.

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.

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.

V. Learning Elements

Upon completion of the assignment, the JPO will have:

- A good understanding of the mandate, programme and operations of the UN, UNOCT and counter-terrorism entities and their activities as well as their inter-agency coordination in relation to the four Pillars of the Global Counter-Terrorism Strategy, including in particular Pillar IV;
- An in-depth understanding of the work of the United Nations in the field of peace and security, with a focus on Counter-Terrorism and Prosecution, Rehabilitation and Reintegration (PRR);
- Enhanced skills in the management of projects that build the capacity of Member States to Prosecute, Rehabilitate and Reintegrate individuals who they have reasonable grounds to believe are terrorists, including suspected foreign terrorist fighters (FTFs) and their accompanying family members, including spouses and children;
- Experience in donor reporting, data collection as well as monitoring and evaluation;
- Enhanced skills in report writing and presentations;
- Enhanced skills in various subjects through UN trainings;
- A network of colleagues from the United Nations, Member States as well as academia and civil society on issues pertaining to counter-terrorism and peace and security in general;
- Experience in planning, time management and working effectively in a multi-cultural environment.

VI. Background Information

UNOCT was established by the General Assembly in June 2017. The Office has five main functions: (a) provide leadership on the General Assembly counter-terrorism mandates entrusted to me from across the United Nations system; (b) enhance coordination and coherence across the 38 Counter-Terrorism Implementation Task Force entities to ensure the balanced implementation of the four pillars of the Strategy; (c) strengthen the delivery of United Nations counter-terrorism capacity-building assistance to Member States; (d) improve visibility, advocacy and resource mobilization for United Nations counter-terrorism efforts; and (e) ensure that due priority is given to counter-terrorism across the United Nations system and that the important work on preventing violent extremism is firmly rooted in the Strategy.

The UNOCT/UNCCT Global Programme on PRR is designed to support Member States to meet the requirements from the General Assembly and the Security Council to implement comprehensive PRR strategies for individuals who they have reasonable grounds to believe are terrorists, including suspected foreign terrorist fighters (FTFs) and their accompanying family members, including spouses and children. To this end, the Global Programme on PRR supports the counterterrorism efforts of Member States by providing guidance, coordination and capacity building in the prosecution, rehabilitation and reintegration of returning foreign terrorist fighters and their families as well as local supporters and affiliates of UN-listed terrorist groups.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-1-01 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de