



# United Nations – UN-Secretariat

## Junior Professional Officer Program (JPO) Chiffre Nr. 2022-1-02

### TERMS OF REFERENCE

#### I. General Information

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<b>Title:</b>	<b>JPO</b> in Political Affairs (Disarmament Affairs)
<b>Sector of Assignment:</b>	Disarmament Affairs
<b>Organization/Office:</b>	United Nations / UN Office for Disarmament Affairs (UNODA) / Conventional Arms Branch (CAB)
<b>Country and Duty Station:</b>	New York, United States of America
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
<b>Please note that for participants of the JPO-Programme two years work experience are mandatory!</b> 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

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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**

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This position with high responsibilities and steep learning opportunities combines an expected deepening of substantive knowledge on UN arms control measures, with a sustained exposure to all elements of project management.

#### **The UN PoA/ITI and SDG indicator 16.4.2**

Following the end of the Millennium Development Goals which ended in 2015, States adopted the 2030 Agenda for Sustainable Development in which, for the first time, they explicitly recognized in Target 16.4 that a reduction in the illicit flows of weapons can promote sustainable development. This recognition was endorsed by the 6th Biennial Meeting of States (BMS6) on the UN Programme of Action (PoA) on Small Arms and Light Weapons in 2016 and has been reiterated since in PoA meetings in 2018 and 2021. In the respective meetings, States underlined the importance of the full and effective implementation of the PoA and its international tracing instrument the International Tracing Instrument (ITI), for attaining Sustainable Development Goal 16 and Target 16.4. They encouraged, where appropriate, the development of national-level indicators, based on the PoA and ITI, which could be used to measure progress made in the implementation of SDG Target 16.4. As custodian institution for the PoA and the ITI, UNODA is assisting Member States in this regard.

#### **The JPO**

Considering the volume of SDG-related work in its Conventional Arms Branch, UNODA is seeking a JPO to provide the required support. Under the supervision of the Senior Political Affairs Officer, the incumbent will, as required:

- Closely collaborate with UNODC with the view to strengthen data collection efforts on indicator 16.4.2;
- Monitor data collection efforts under the SDGs and develop proposal to further strengthen such efforts;
- Maintain close contact with national authorities, national statistical bureaus;
- Participate in UN coordination meetings on SDG Goal 16;
- Prepare submissions for UN reports, progress reports, etc on SDGs;
- Prepare briefing notes, background papers, talking points, scripts, statements on subject matter;
- Support the implementation of the outcomes of the PoA meetings;
- Prepare summaries of meetings and informal consultations of SDG-related meetings;
- Help reply to queries from Member States, civil society organizations, universities, research centres, think tanks and other partners of the United Nations;
- Liaise with the members of the United Nations Coordinating Action on Small Arms (CASA) and the United Nations Regional Disarmament Centres on matters related to SDGs;
- Assist in related work of the Branch, on the Programme of Action on small arms;
- Provide content for the relevant webpages;
- Perform other related duties as required.

## **IV. Qualifications and Experience**

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### **Education:**

**Master's degree** in public/business administration, economics, political science, international relations, law, or other related area.

### **Work experience:**

A minimum of two years of relevant work experience in political sciences, international relations, public administration, international law or related field. In particular experience with drafting short analyses, background notes, talking points etc. Knowledge of issues relating to the nexus between security and development is a strong asset.

### **Languages:**

English and French are the official working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of other official UN language is desirable, in particular French and/or Spanish.

### **Other skills:**

Good to advanced knowledge of relevant computer applications such as Word, Excel, Access and PowerPoint.

### **UN competencies:**

**PROFESSIONALISM:** Basic understanding of the UN system; interest in how arms regulation can improve security at the national, regional and global levels; good research, analytical and problem-solving skills; ability to work with minimal supervision and to define priorities. 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; Add indicator if necessary

**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:** Excellent interpersonal skills and ability to establish partnerships and working relations within the Office and outside. Ability to work in a multicultural and multi-ethnic environment with respect for diversity. 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

**COMMITMENT TO CONTINUOUS LEARNING:** Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

### **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**

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On completion of the assignment, the JPO will have become skilled in report analysis, liaising with UN member States and other stakeholders and would have mastered the practical issues in the development-disarmament nexus. She/he will have been engaged in overseeing and reviewing national reports submitted under the PoA. She/he will have become well-versed in professional communication and follow-up with project stakeholders, with entities within the UN system which need to be engaged. The JPO will also have become fully conversant on issues pertaining to the UN Programme of Action on small arms, which underpin and the ITI which will be used in collecting data for measuring SDG Target 16.4 and its corresponding indicators. The JPO will have obtained an excellent sense of the value of taking initiative, of applying the correct working procedures, and of persistence in following through in a bureaucratic environment.

### **VI. Background Information**

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The JPO would be working in the Conventional Arms Branch (CAB) of the United Nations Office for Disarmament Affairs (UNODA). The Branch covers all aspects of conventional disarmament and arms regulation, including 'armed violence', small arms and light weapons, ammunition stockpile management, the Register of Conventional Arms and the Report on military expenditures.

For further information: [www.un.org/disarmament](http://www.un.org/disarmament).

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO)  
unter Angabe der Chiffre Nr. 2022-1-02 auf dem  
Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**