



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2022-1-04

TERMS OF REFERENCE

I. General Information

Title:	JPO in Information Analysis
Sector of Assignment:	Information analysis
Organization/Office:	United Nations / Research and Liaison Unit, UN Operations and Crisis Centre (UNOCC) – EOSG/DPO
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

Title of Supervisor:
Deputy Director UNOCC

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. Also, review and explanation of tasks will be conducted, along with induction briefings and on-the-job training, guidance and evaluation will be provided, as needed.

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

Within the delegated authority and under the supervision of the Director of UNOCC or his/her designated mandated representative(s), the JPO in Information Analysis will be responsible for the following duties:

- Monitoring, reviewing and researching specific developments in the Horn of Africa, including Sudan, South Sudan, Somalia, Ethiopia and Eritrea as well as the Lake Chad Basin and East Africa.
- Contributing to conflict and thematic mapping, trend analyses and the development of written profiles. Identifying opportunities where additional analysis could enhance understanding of a given situation or theme.
- Assessing and evaluating crisis/security developments by highlighting incidents and trends (conflict mapping) that may affect ongoing and potential peace operations and political missions.
- Undertaking research to identify suitable qualitative and quantitative data related to various issues (including political and security developments, human rights, economic, social and humanitarian), and incorporate these into trends and analytic products for use by senior UN leadership.
- Supporting the UNOCC in the preparation of integrated analytics for the UNOCC Director's regular briefings of DPO/ DPPA leadership.
- Supporting the UNOCC in the preparation of integrated analytics, infographics and visual materials (including conducting research) for agenda points of meetings of the Secretary-General's Executive and Deputies Committees.
- Liaising with UN missions, other UN Departments and Offices, UN Agencies, Funds and Programmes and Member States.
- Briefing top senior officers (EOSG), verbally or in written form, on significant developments.
- Developing contacts and fostering collaboration with others and establishing and maintaining effective working relationships.
- Utilizing and remaining updated on new data analytics, infographic design and GIS tools and demonstrate the ability to incorporate such tools into the work of the UNOCC.
- Any other related tasks as may be required or assigned by the supervisor.

IV. Qualifications and Experience

Education:

Master's degree in political science, international relations, international economics, law, public administration or other related experience.

Work experience:

- A minimum of 2 years of relevant work experience are required.
- At least 2 years of progressively responsible experience in political and security analysis, peace and security, economics, development, conflict prevention, human rights, or related fields, is required.
- Previous exposure to operational or analytical work in an international context is required.
- Experience in producing data analytics, data visualisation products, and infographics design is required.
- Experience with analysis and planning for humanitarian, peacebuilding, or conflict response organization is desirable.
- Strong design, presentation and communication skills (e.g. Microsoft PowerPoint ThinkCell).
- Strong knowledge of data management techniques and quantitative analysis (using standard tools like Microsoft Excel, Microsoft PowerBI, e- Views, R, Python, STATA), and ability to use and integrate statistical packages into analytical workflows to verify data quality, trends, relationships and comparisons.
- A minimum of 6 months of field experience obtained outside the applicant's country of nationality in a transitional, developmental, conflict or post-conflict setting is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage.

Other skills:

Excellent research skills, including use of established databases and identifying and utilizing a diverse range of open -source materials systematically. Ability to verify accuracy of information, analyse trends in time-series data and examine relationships between various indicators using basic statistical tests. Proficiency in computer skills and usage of Microsoft Office Suite, including the ability to structure information into datasets or integrate cloud-based tools for scaling and ensuring consistency across analytical workflows. Experience in data visualisations and infographics is required, and ability to use graphic design tools like the Adobe Suite or produce web-based interactive dashboards an asset. Ability to work with GIS data or tools and asset.

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:

- Prepare cross-pillar briefing materials and infographics for senior-most decision makers, integrating information related to peace and security, human rights, development and rule of law;
- Support systematic analytical and reporting needs on cross-pillar developments, especially in preparedness to or in response of crisis situations;
- Conduct structured analysis to support senior decision-making forums, helping identify trends and early warning indicators of multidimensional risks in thematic and geographic areas of interest;
- Understand information needs, gaps and opportunities related to UN missions, in context of integrated reporting and situational awareness functions;
- Understand the UN Crisis Management crisis reporting process;
- Work with data, digital tools, infographics, cartographic products and geographic information systems.

VI. Background Information

UN Operations and Crisis Centre (UNOCC) is a unique information and crisis hub, which offers an interesting and enriching environment within the UN Secretariat. By the completion of his/her first year, we would expect that the JPO would have a broad-based knowledge of the UN's work globally, including in peacekeeping, political and humanitarian affairs, as well as knowledge of development and global issues in relation to the Sustainable Development Goals (SDGs), and contacts with a wide range of relevant UN Departments and Offices and UN Agencies, Funds and Programmes, NGOs, and inter-governmental organisations. S/he would also be expected to have developed his/her skills in drafting and synthesising materials and producing reliable, succinct analytical (qualitative and quantitative) reports.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-1-04 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de