



United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2022-1-18

TERMS OF REFERENCE

I. General Information

Title:	JPO in Programme Management
Sector of Assignment:	Operational Support for Secretariat entities
Organization/Office:	Year 1: United Nations Multidimensional Integrated Stabilization Mission in Mali (DPO/ MINUSMA)/ Year 2: United Nations Department of Operational Support (DOS), Office of the Under-Secretary-General (OUSG), Strategic Support Team (SST)
Country and Duty Station:	1. Year Bamako, Mali, 2. Year 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

Year 1: Chief of Supply Chain Management Service in MINUSMA

Year 2: Special Assistant to the Under-Secretary-General for Operational Support (at UNHQ NY)

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

The JPO will support MINUSMA and UNHQ NY with the following tasks:

In Year 1:

1. Coordinates and ensures logistics support to ongoing air, land, sea, or rail operations in MINUSMA.
2. Coordinates logistics activities with procurement, finance, human resources, policy and other substantive units.
3. Collaborates and coordinates planning with the relevant actors, including mission management, service centers, and UN headquarters divisions as necessary.
4. Provide inputs with updated plans to facilitate effective and efficient execution of sourcing and delivery.
5. Formulates mission-specific Standard Operating Procedures. Contributes to the development of supply chain planning guidance and procedures and ensures the implementation thereof within the Unit / Section.
6. Ensures that logistics requirements take account of gender-specific needs.
7. Participates in technical survey missions and verification missions.
8. Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
9. Coordinates logistics operations with other UN agencies, military and other organisations in the field.
10. Performs other related duties as required.

In Year 2:

1. Contributes to the development, coordination and monitoring of department-wide initiatives, with a particular focus on supply chain management, working with the Department's international clients, including peacekeeping missions, special political missions and other Secretariat entities.
2. Contributes with preparing high quality written outputs, including draft background papers and analysis, preparation of statements and speeches to be given by the USG, background papers on cross-cutting policy and operational issues, as well as supply chain management issues, within the department. Provides administrative and

substantive support, through monitoring strategic support issues and operational requirements, contributing to the strategic direction of the Department.

3. Contributes to the development, implementation and evaluation of programmes/projects, including planning USG missions, by coordinating and preparing briefing materials, reporting on outcomes, and ensuring follow-up on recommendations.
4. Contributes to Departmental policy development by helping to review and analyze issues and trends, prepare evaluations or other research activities and studies, liaising with senior UN officials and senior staff of other departments, other sectors of the UN, other international organizations and governments as required.
5. Coordinates with all relevant Departments, other UN entities, other international organizations and representatives as required.
6. Performs other duties as required within the remit of the team's responsibilities.

IV. Qualifications and Experience

Education:

Master's degree in engineering sciences, logistics, business administration, management studies, public administration, economics, military studies or a related area.

Work experience:

At least two years of experience in areas such as engineering, logistics, supply chain management, administration, project or programme management, management consulting, finance, civil or military affairs is required. Experience working for or liaising with international, intergovernmental or regional organisations such as the United Nations or peacekeeping missions and experience working on issues relating to peace, security and conflict resolution is an advantage.

Languages:

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

Other skills:

Experience working in the peacekeeping context and proven knowledge of the core conflicts in the region as well as in peacekeeping operations in the area are highly desirable. Experience with political, social and cultural aspects of the region evidenced by work assignments is a strong advantage. Previous drafting experience, including with formal reports, policy documents, and remarks, is highly desirable.

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; excellent political analysis skills, with an ability to identify

problems (political, economic and social) affecting a country or geographic area.

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.

INTEGRITY – Maintains impartiality and demonstrates the values of the United Nations.

RESPECT FOR DIVERSITY – Demonstrated ability to work in a multi-cultural, multi-ethnic environment and to maintain effective working relationships with people of different national and cultural backgrounds; and shows sensitivity and respect for diversity.

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

- Contribute to high-level decisions for enabling United Nations mandate delivery across the global operational support portfolio, including UN peace missions and headquarter activities;
 - Participated in various meetings, events, and panels focused on global support issues in the Secretariat. Directly contributed to the monitoring, development, implementation and evaluation of programmes/projects;
 - Assess trends and patterns in operational support and advise senior management on immediate issues;
 - Understand the planning and coordination mechanisms of the supply chain requirements and logistics plans for the peacekeeping context, from a mission-perspective, as well as from a larger-scale, headquarters-perspective;
 - Draft clear and concise assessment reports;
 - Work with a variety of analytical tools and methodologies;
 - Work efficiently in a multi-disciplinary and international environment.
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VI. Background Information

United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA)

The United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) was established by Security Council [resolution 2100](#) of 25 April 2013. Under the terms of the resolution, the mission would support the political process and carry out a number of security-related stabilization tasks, with a focus on major population centres and lines of communication, protecting civilians, human rights monitoring, the creation of conditions for the provision of humanitarian assistance and the return of displaced persons, the extension of State authority and the preparation of free, inclusive and peaceful elections.

The Mission would operate under robust rules of engagement with a mandate to use all necessary means to address threats to the implementation of its mandate, which would include protection of civilians under imminent threat of physical violence and protection of United Nations personnel from residual threats, within its capabilities and its areas of deployment. This could include the conduct of operations on its own or in cooperation with the Malian defence and security forces. French forces deployed in Mali were also authorized to intervene in support of MINUSMA when under imminent and serious threat upon request of the Secretary-General.

The United Nations Office in Mali (UNOM), established earlier in accordance with Security Council resolution 2085 of 20 December 2012, would be subsumed into MINUSMA immediately following the adoption of resolution 2100. On 1 July 2013, MINUSMA would take over the authority from the African-led International Support Mission in Mali (AFISMA), subject to further review by the Council of the security situation in Mission's area of operations. MINUSMA would comprise up to 11,200 military personnel, including reserve battalions capable of deploying rapidly within the country as and when required, and 1,440 police (comprising formed police units and individual police officers).

It is envisaged that the majority of the military, police and civilian substantive and support components would operate primarily in the north with a possible logistics base in Gao or Sevare, while a light presence, including civilians, military and police elements would be based in Bamako.

In recent years, Mali has been confronted by a profound crisis with serious political, security, socio-economic, humanitarian and human rights consequences. The crisis stems from long-standing structural conditions such as weak State institutions; ineffective governance; fragile social cohesion; deep-seated feelings among communities in the north of being neglected, marginalized and unfairly treated by the central Government; a weak and externally dependent, albeit vibrant, civil society; and the effects of environmental degradation, climate change and economic shocks. These conditions were exacerbated by more recent factors of instability, including corruption, nepotism, abuse of power, internal strife and deteriorating capacity of the national army.

Office of the Under-Secretary-General, Department of Operational Support (DOS)

The Department of Operational Support (DOS) provides operational support to all UN Secretariat entities, including advisory, operational and transactional support services and, where needed, exercises delegated authority on behalf of clients. DOS supports the entire UN

Secretariat, consisting of almost 100 entities located around the globe. DOS is a new department and was established on 1 January 2019 as part of the Secretary-General's Management Reform approved by Member States in mid-2018. DOS plays a key part in supporting a United Nations that is more agile, effective, transparent, accountable, efficient, pragmatic and decentralized to better support its organizational and operational activities.

Within the Office of the Under-Secretary-General (USG), the Strategic Support Team (SST) is responsible for overseeing the operational performance of DOS units, providing support and advice contributing to decision-making by senior management, identification of opportunities for operational enhancements and supporting the process for innovation projects.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-1-18 auf dem
Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de