

# UNCTAD - United Nations Conference on Trade and Development



## Junior Professional Officer Program (JPO) Chiffre Nr. 2022-1-23

### TERMS OF REFERENCE

#### I. General Information

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<b>Title:</b>	<b>JPO</b> , Associate Legal Affairs Officer
<b>Sector of Assignment:</b>	Legal Affairs
<b>Section/Unit:</b>	Division on Investment and Enterprise (DIAE)
<b>Organization:</b>	United Nations Conference on Trade and Development ((UNCTAD)
<b>Country and Duty Station:</b>	Geneva, Switzerland
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> <i>Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance</i>
<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:**

Programme Coordinator, International Investment Agreements Section

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.

Depending on the assignment, supervision will include weekly or more frequent meetings with the supervisor. This is complemented by bi-weekly staff meetings.

### III. Duties, Responsibilities and Output Expectations

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Within delegated authority, the duties of the incumbent will fall mainly within the functional areas identified below. In addition, they are likely to embrace a number of programme support responsibilities.

#### **Research and policy analysis:**

- Prepare briefing notes and contribute international investment agreements (IIA)-related research to papers and publications, including divisional or branch products e.g. World Investment Report (WIR), Investment Policy Reviews (IPRs), SDG Investment Reports;
- Contribute to monitoring and analyzing the latest trends in IIAs, including bilateral investment agreements (BITs) and treaties with investment provisions (TIPs), including with regard to the implementation of UNCTAD's updated Investment Policy Framework for Sustainable Development (IPFSD);
- Contribute to monitoring worldwide developments in investor-State dispute settlement (ISDS) for updating the respective database and ultimate benefit of the section's research programme.

#### **Technical cooperation:**

- Participate in the preparation and conduct of the IIA and ISDS related technical assistance activities, including training seminars, workshops and *ad hoc* technical advisory missions and reports;
- Identify and liaise with participants and speakers (and other resource-persons) for technical cooperation events;
- Contribute to the preparation of background material, including programmes, documents and cases, background papers and notes, and ensure their timely delivery to participants and/or venues.

#### **Intergovernmental:**

- Support the organization and delivery of intergovernmental meetings, such as the Investment, Enterprise and Development Commission and its expert meetings;
- Assist in the organization of the World Investment Forum.

#### **Work implies frequent interaction with the following:**

- Staff within Section, Division and Department;
- Staff throughout UNCTAD and the United Nations;
- Senior officials in member State missions, delegations, governments, universities, research institutions, non-governmental organizations and private sector entities.

#### **• Results expected:**

Timely and high-quality publication of UNCTAD's Series related to IIAs, IIA-related parts of other divisional products, and other research papers and notes; efficient preparation and timely delivery of technical assistance activities.

### IV. Qualifications and Experience

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#### **Education:**

**Master's** degree in international relations, international law or a related field preferably with emphasis on issues related to the international investment system.

#### **Work experience:**

A minimum of 2 years of relevant work experience in research and technical assistance in the

field of foreign direct investment, transnational corporations and international investment policies and agreements.

**Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Knowledge of any other UN language is an advantage.

**Other skills:**

Good research, drafting and group communication skills; ability to use relevant computer technology.

**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; Proven technical expertise in analysis pertaining to international investment agreements and policies.

**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.

**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/be able to:

- Monitor and analyze latest trends in IIAs and ISDS;
- Prepare briefing notes, speeches and talking points on IIA- and ISDS-related issues;
- Play an active role (substantively and organizationally) in IIA- and ISDS-related technical assistance activities (e.g. plan, organize and service meetings and workshops, make presentations addressed to the beneficiaries and main stakeholders);
- Develop a professional network;
- Appreciate a multicultural work environment and benefit from it.

## VI. Background Information

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This position is located in UNCTAD, Division on Investment and Enterprise, Investment Policies Branch, International Investment Agreements Section. The associate legal affairs officer reports to the Chief of the International Investment Agreements Section located in the Investment Policies Branch. The Section consists of three professional staff and one administrative support staff.

UNCTAD's programme on Investment, and Enterprise Development is, since July 2016, guided by the Nairobi Maafikiano and the Nairobi Azimio, which "*calls upon UNCTAD to further develop its activities for promoting and facilitating investment for development*". Recognizing that "*Increasing trade and foreign direct investment have been mutually supportive, contributing to the unprecedented transformation of many developing countries, some of which have become important engines of growth, regionally and globally, and major drivers of global trade and investment*" and that "*Investment can be a powerful means to support the achievement of the Sustainable Development Goals*", member States have requested UNCTAD to "*Use the World Investment Report to analyze global foreign investment trends, which includes an in-depth analysis of foreign direct investment topics*".

With respect to IIAs, the Nairobi Maafikiano calls upon UNCTAD States to "*continue its existing programme of meetings and consultations with Member States on investment agreements in accordance with the Addis Ababa Action Agenda, maintaining its role as a forum for international discussion on investment agreements, and assist Member States in their efforts to strengthen the development dimension, as appropriate*" and to "*continue to build a better understanding of investment issues and investment policies that promote development, and promote a better understanding of issues related to international investment agreements and their development dimension*" (paragraphs 38 (1) and 55 (hh), respectively).

The relevance of UNCTAD's Work Programme on IIAs and the importance of multilateral consultations on IIAs for the pursuit of today's sustainable development agenda have been recognized in the outcome documents of numerous intergovernmental conferences and mandates emanating from them:

- In July 2015, in the Addis Ababa Action Agenda, the outcome document of the Third UN Conference on Financing for Development, Member States noted that "*the goal of protecting and encouraging investment should not affect our ability to pursue public policy objectives. We will endeavour to craft trade and investment agreements with appropriate safeguards so as not to constrain domestic policies and regulation in the public interest We will implement such agreements in a transparent manner. We commit to supporting capacity-building including through bilateral and multilateral channels, in particular to least developed countries, in order to benefit from opportunities in international trade and investment agreements. We request UNCTAD to continue its existing programme of meetings and consultations with Member States on investment agreements*" (paragraph 91).
- In December 2016, the UN General Assembly Second Committee adopted a resolution (A/RES/71/215), which "*encourages the United Nations Conference on Trade and Development to continue its existing programme of meetings and consultations with Member States on investment agreements and investment policies that promote a better understanding of issues related to international investment agreements and their development dimensions, in accordance with its mandates*" (paragraph 23).

Accordingly, the IIA Work Programme aims to help foster the sustainable development dimension of the international investment regime. Among other objectives, it focuses on the negotiation of more sustainable development-friendly IIAs and the prevention and better management of ISDS cases. The IIA Programme conducts work across all three pillars of UNCTAD's activities:

- research and policy analysis provide cutting-edge knowledge about international investment rulemaking from a sustainable development perspective;
- technical assistance aims at assisting policymakers (and other stakeholders) to better shape respective policy responses; and
- intergovernmental work aims to facilitate the sharing of experiences and the building of consensus among governments.

Key element of all three work dimensions is the implementation and dissemination of UNCTAD's Investment Policy Framework for Sustainable Development, launched in 2012 and updated in 2015. As recognized by numerous intergovernmental events, UNCTAD's Investment Policy Framework for Sustainable Development is a useful tool to guide the development of rules and institutions that can help attract more investment and ensure that it is sustainable. Since 2012, UNCTAD's IIA work programme has carried out a large number of activities under its "three pillars": research and analysis; technical assistance; and inter-governmental consensus building.

Activities planned for the coming years, in which the associate legal affairs officer would be involved include the continuation of the above with respect to research and analysis (e.g. IIA Issues Notes; IIA part of the World Investment Report, and the IPMs) and technical assistance (e.g. regional training courses for Latin America, Asia, Northern Africa, transition economies, as well as advisory services), and as well as the IIA-related aspects of the intergovernmental meeting such as the Commission and expert group meetings and the eleventh World Investment Forum.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO)  
unter Angabe der Chiffre Nr. 2022-1-23 auf dem  
Bewerbungsbogen**

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