



## United Nations – UN-Secretariat

### Junior Professional Officer Program (JPO) Chiffre Nr. 2022-2-43

#### TERMS OF REFERENCE

##### **I. General Information**

**Title:** JPO in Digital Cooperation & Technology

**Sector of Assignment:** Programme Management

**Organization/Office:** United Nations / Office of the Secretary-General's Envoy on Technology (OSET)

**Country and Duty Station:** New York, USA

**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:  
Senior Programme 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**

- Researches, analyzes and presents information on the issue of digital technology and emerging technology issues of relevance for the Organization gathered from diverse sources.

- Provides up-to-date expertise and support on issues related to digital cooperation, as covered by the report of the High-level Panel on Digital Cooperation and the UN Secretary-General's Roadmap for Digital Cooperation.
- Liaises and collaborates with relevant stakeholders to support implementation of the Roadmap for Digital Cooperation.
- Develops, implements and evaluates assigned programmes/projects on digital cooperation and emerging technology, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Organizes and prepares written outputs, e.g. speeches and statements, draft background papers, analysis, sections of reports and studies, report on meetings and events, inputs to publications, relevant communications material etc.
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Performs other duties as required.

#### **IV. Qualifications and Experience**

##### **Education:**

**Master's degree** in political science, international relations, public administration, business administration, commerce, engineering, law or a related field.

##### **Work experience:**

A minimum of 2 years of relevant work experience in international relations, public diplomacy or public relations is required. Experience working on digital technologies, frontier technologies or digital cooperation-related issues is highly desirable. Experience working with the United Nations or other international organizations is desirable. Experience working with a grassroots, civil society organization and/or start-up work environment in a developing country is desirable. Experience coordinating diverse stakeholders, including government entities, civil society organizations, private sector entities, and the scientific community will be an advantage.

##### **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.

##### **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.

**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 be able to:

- Developed understanding and expertise with digital cooperation and emerging technology issues;
- Strengthened writing, political analysis and reporting skills in producing work products for use by senior UN officials;
- Managed projects and programmes related to digital cooperation, including necessary substantive engagement, outreach and coordination with relevant stakeholders.

## **VI. Background Information**

The position is located in the Office of the Secretary-General's Envoy for Technology. The Envoy was appointed by the Secretary-General to serve as a senior level advocate and focal point for digital cooperation, lead the implementation of the Secretary-General's Roadmap for Digital Cooperation by coordinating the range of activities envisaged therein and working closely with various UN entities and multi-stakeholder groups, facilitate dialogue on the recommendations of the Roadmap to accelerate global digital cooperation, seizing on the opportunities that are presented by technology – while mitigating the risks – so that progress towards achieving the Goals by 2030 can be made collectively, as well as carry out other related duties and responsibilities assigned by the Secretary-General.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO)  
unter Angabe der Chiffre Nr. 2022-2-43 auf dem Bewerbungsbogen**

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