United Nations – UN-Secretariat

Junior Professional Officer Program (JPO) Chiffre Nr. 2022-2-44

TERMS OF REFERENCE

I. General Information

Title: JPO in Programme Management

Sector of Assignment: Administration

Organization/Office: United Nations / Department of Economic and Social Affairs (DESA)/ Division for Public Institutions and Digital Government/Internet Governance Forum/(IGF) Secretariat

Country and Duty Station: Geneva, Switzerland

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:
IGF Programme and Technology Manager and Senior Governance and Public Administration 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.

In addition to the above, the JPO will meet periodically (bi-weekly preferred/ or on mutual availability of the JPO and the supervisor) with the supervisor to keep him/ her updated on the progress.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Programme Officer (JPO) is responsible for the following duties:

- Provides substantive follow-up and stock-taking work stemming from the annual IGF meetings;

- Provides substantive and logistical support work towards preparations for and implementation of the IGF annual meetings;

- Supports the inter-sessional activities of the IGF Multistakeholder Advisory Group (MAG) and broader IGF multistakeholder community and

- Supports communication and outreach efforts of IGF annual meetings and related intersessional activities to intergovernmental bodies, Internet governance entities and relevant stakeholder groups;

- Provides substantive support to DPIDG/DESA, through the IGF Secretariat, on matters related to Internet governance and the IGF.

More specifically, the JPO is required to perform the following tasks, among others:

- Assist the IGF Secretariat at the Open Consultations and Multistakeholder Advisory Group Meetings and help prepare summaries;

- Support the Secretariat efforts to improve the quality and format of IGF outcomes to enhance the impact of the IGF;

- Enhance communication and outreach activities to improve the visibility of the IGF and ensure that the IGF increases its interaction with other relevant intergovernmental bodies, Internet governance entities, the national, regional and youth IGF initiatives and others;

- Prepare summary reports of the virtual MAG meetings;

- Provide substantive support to the Secretariat and DPIDG/UNDESA in work related to the World Summit on the Information Society (WSIS) and any other Internet governance related initiatives;

- Drafting and updating programme paper of annual meetings;

- Support the IGF Secretariat and the Multistakeholder Advisory Group in activities related to inter-sessional work;

- Support the IGF Secretariat and DPIDG/UNDESA in preparing research papers, reports, briefing notes, talking points, draft statements and other materials on matters related to the work of the IGF;

- If necessary, travel and represent the IGF at relevant meetings of stakeholders in Internet governance ecosystem;

- Support the IGF Secretariat in enhancing the inter-linkages between the National and Regional IGFs and the global IGF;

- Support ongoing social media activities of the IGF Secretariat;

- Support the IGF Secretariat in any new inter-sessional work required and requested by the MAG and broader IGF community after consultations.

IV. Qualifications and Experience

Education:
Master's degree in any of the following business/public administration, international relations, journalism, communication, management, computer and information science or a related field.

Work experience:
A minimum of 2 years of relevant professional work experience in Internet governance related processes is required. Knowledge of issues on Information and Communication Technologies for development and current internet governance issues; excellent editing, writing and communication skills in the English language; and experience and strong knowledge on uses of new social media for public communication in international organizations.

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:
Experience in the use of computers and proficiency in office software packages, good knowledge and experience in handling of web-based management systems.

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.

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.

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

On completion of the assignment, the JPO will have/ be able to:

- Unique opportunity to work in the field of Internet Governance/Digital cooperation learning the issues and interacting with the stakeholders.

- Apply rules and procedures of multilateral cooperation in general and multi-stakeholder processes, in particular:

- Better understand Internet governance issues

- Draft position papers, studies, reports and summaries

- Better understand the role of all stakeholders (government, civil society, private sector in Internet governance arrangements)

- Exchange information and capabilities with participants in the IGF.

VI. Background Information

The Internet Governance Forum is one of the most significant outcomes of the World Summit on Information Society (WSIS), which was held in two phases in Geneva, 2003, and in Tunis, 2005. The IGF mandate stems from a request in paragraph 67 of the Tunis Agenda for the Information Society for the Secretary-General of the United Nations to convene a new forum for multi-stakeholder Internet policy dialogue to discuss the main public policy issues related to Internet governance in order to foster the sustainability, robustness, security, stability and development of the Internet.

A small secretariat, was established in 2006 to support the carrying out of this mandate and is located at the United Nations Office at Geneva (UNOG), Switzerland and a related Trust Fund was set up under the responsibility of the Department of Economic and Social Affairs (DESA)/ Division for Public Institutions and Digital Government and its activities are outlined in the IGF project document: https://www.intgovforum.org/multilingual/index.php?q=filedepot_download/4099/516

The secretariat currently consists of four (4) international staff members.

2021 brings in new challenges and initiatives with the continued effects of the COVID-19 pandemic, responses to the Secretary-General's Roadmap for Digital Cooperation1, the IGF midterm review and increased focus on environmental effects and the youth.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-2-44 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de