

## United Nations JPO Programme



### TERMS OF REFERENCE 20P330

#### Junior Professional Officer (JPO)

##### I. General Information

---

**Title:** Associate Political Affairs Officer

**Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):** Human Rights/Political Affairs

**Organization/Office:** United Nations / Department of Political and Peacebuilding Affairs (DPPA)/ Office on Genocide Prevention and the Responsibility to Protect (OSAPG)

**Duty Station:** New York, USA

**Duration:** 1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

##### II. Supervision

---

**Title of Supervisor:** Chief of Office

**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.

The supervisor of the JPO will provide managerial, political and administrative guidance. The JPO will work as a member of a team consisting of Human Rights and Political Affairs Officers and General Service Staff. The performance of the JPO will thus be under continuous supervision and he/she will receive continuous guidance. Bases for supervision and evaluation are the divisional and individual work plans, including elaboration and discussion of the individual work plan, its mid-term review and the end-of-year evaluation. The supervisor will use weekly staff meetings to assess performance and workload in cooperation with relevant team members, as well as giving feedback.

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

---

Under the supervision of the Chief of Office, the JPO undertakes the following functions:

- Monitor and assess developments in the countries or region assigned; assist in alerting the Special Advisers to situations where there is a risk of genocide, war crimes, ethnic cleansing or crimes against humanity;
- Liaise with UN offices and outside experts involved in peace and security as well as human rights activities to ensure the systematic collection of data regarding possible situations of massive violations of human rights and international humanitarian law within the designated geographical area;
- Participate in fact-finding missions to examine situations of concern due to the existence or possibility of massive violations of human rights or of humanitarian law, as required;
- Assist in the analysis of human rights, political and related information to provide advice to the Special Advisers on courses of action to address situations of massive violations of human rights and international humanitarian law that could potentially lead to or result in war crimes, genocide, ethnic cleansing or crimes against humanity;
- Assist in the drafting of advisory notes and reports from the Special Advisers to the UN Secretary-General;
- Assist in the preparation of briefings, speeches and public communications;
- Accompany the Special Advisers to meetings with UN officials, Diplomatic Representatives, regional organizations, Civil Society Organizations and academic institutions and prepare notes of those meetings;
- Represent the Office in UN inter-agency forums and meetings with civil society, as required;
- Assist in the preparation and organization of capacity building seminars worldwide;
- Participate in conferences, seminars and academic forums relevant to the work of the Office;
- Keep UN offices informed of the work of the Office of the Special Advisers;
- Carry out administrative functions relating to the staff planning and budget, as required;
- Other tasks, as required

### IV. Qualifications and Experience

---

#### **Education:**

Advanced university degree in (Master's or equivalent) in law, political science, international relations, human rights or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Work experience:**

At least three (if advanced university degree) or five (if first level university degree) years of relevant work experience in international relations, human rights, political affairs, international criminal law or related fields is required.

#### **Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English or French (both oral and written) 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

**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**

---

On completion of the assignment, the JPO will have gained:

- A deep understanding of how the UN works to prevent war crimes, genocide, ethnic cleansing and crimes against humanity, globally as well as in country-specific situations;
- A deep understanding of the concept Responsibility to Protect;
- A practical understanding of how a UN office with a sensitive mandate operates;
- Knowledge of political and human rights situations in a wide variety of countries;
- Sound writing skills apt for a variety of outputs;
- Practice in formulating policy recommendations;
- Extensive connections with members of the diplomatic, NGO and academic communities;
- Experience in undertaking fact finding - and assessment mission in complex political- and human rights situations and challenging environments;
- Experience of working in stressful situations, handling multiple responsibilities and meeting tight deadlines;
- Familiarity with the core values of the UN, including regarding respect for diversity.

## **VI. Background Information**

---

### **The Prevention of Genocide**

On 7 April 2004, the tenth anniversary of the genocide in Rwanda, then-Secretary-General Kofi Annan announced the creation of the post of Special Adviser on the Prevention of Genocide. The creation of the post was part of a broader Action Plan to Prevent Genocide involving the whole United Nations, summarized under five headings: preventing armed conflict, protection of civilians in armed conflict, ending impunity, early and clear warning and swift as well as decisive action.

Secretary-General Annan's letter to the Security Council on 13 July 2004 (S/2004/567) set out the mandate of the Special Adviser: a) to collect existing information—in particular from within the UN system—on massive and serious violations of human rights and international humanitarian law of ethnic and racial origin that, if not prevented or halted, might lead to genocide; b) to act as a mechanism of early warning to the Secretary-General, and through him to the Security Council, by bringing to their attention situations that could result in genocide; c) to make recommendations to the Council, through the Secretary-General, on actions to prevent or halt genocide; and d) to liaise with the UN system on activities for the prevention of genocide and to work to enhance the UN capacity to analyze and manage information related to genocide or related crimes. In 2007, the position was made full-time, at the USG level.

## **The Responsibility to Protect**

At the 2005 World Summit, Heads of State and Government unanimously affirmed that “each individual State has the responsibility to protect its populations from genocide, war crimes, ethnic cleansing and crimes against humanity.” They agreed that, when appropriate, the international community should assist States in exercising that responsibility by building their protection capacities before crises and conflicts break out. However, when a state is “manifestly failing” to protect its population from the four specified crimes, the Heads of State and Government confirmed that the international community was prepared to take collective action, through the Security Council and in accordance with the Charter of the United Nations.

In his 2007 letter ([S/2007/721](#)) to the President of the Security Council, the Secretary-General recognized the link between large scale atrocities and threats to peace and security. He announced his intention to appoint a Special Adviser on the Responsibility to Protect, who would focus on conceptual development and consensus building. In the Secretary-General’s 2010 report ([A/64/864](#)) entitled “Early warning, assessment and the responsibility to protect”, the Secretary-General further defined this role, stating that the Special Adviser’s tasks included the development and refinement of the Responsibility to Protect concept and continuing a political dialogue with Member States and other stakeholders on further steps toward implementation.

The two Special Advisers have distinct but closely related responsibilities. In order to save resources and maximize effectiveness, the Secretary-General institutionalized the collaboration between the Special Advisers by establishing a joint office. As far as possible, the two Advisors share a common methodology for early warning, assessment, convening, learning, and advocacy, as well as a common office and staff.

The Office currently consists of eight professional and two general staff, in addition to the two Special Advisers.