

## United Nations JPO Programme



### TERMS OF REFERENCE

**19P222**

### Junior Professional Officer (JPO)

#### I. General Information

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Title:

Associate Political Affairs Officer

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc):

Political Affairs

Organization/Office:

United Nations / United Nations Department of Political and Peacebuilding Affairs (DPPA) / Office of the Special Envoy for the Great Lakes

Duty Station:

Nairobi, Kenya

Non-Family Duty Station:

No

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

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Title of Supervisor:

Senior Political Affairs 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**

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#### **Political Analysis and Advice**

- Identify, analyze and monitor political developments, trends and emerging issues in the country or region assigned, according to O/SESG-GL's mandate.
- Assess implications and make recommendations on possible policies, strategies and other measures to address issues of concern and to advance mandated objectives.

#### **Reporting and Information Management**

- Prepare summary and analytical reports including, but not limited to, the weekly report of the office, briefing notes, code cables and input for the reports of the Secretary-General to the Security Council, General Assembly or other bodies.
- Draft communication material related to the political unit, including press releases; communiqués; reports, summaries and other inputs regarding activities of OSESG-GL for the website and social media platforms of the office,
- Prepare contextual information materials, such as background notes, political profiles and databases of relevance to the assigned portfolio;

#### **Planning, Coordination and Facilitation**

- Support joint initiatives undertaken by the Office with the Swiss Government, including project design, planning, coordination and implementation.
- Be responsible for the office calendar, ensuring it is always up-to date and available to facilitate the office good and strategic planning of various engagements.
- Support preparations for official meetings, events and visits, including through the provision of Secretariat services and by drafting talking points and speeches for senior O/SESG-GL officials; Participate in fact-finding –and other- missions; Prepare written summaries of meetings/visits and assist with follow-up activities, as appropriate.

#### **Management/Administration**

- Contribute to the formulation and implementation of the unit's programme of work.
- Support planning and budgetary processes, including reporting requirements related to OSESG-GL Trust Fund.

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

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#### **Education:**

Master's degree in political science, international relations, international economics, law, public administration or related field.

#### **Work experience:**

A minimum of three years of experience in political science, international relations, law, conflict resolution or related area.

#### **Languages:**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and French is required.

#### **Other skills:**

Experience in political outreach, facilitation, analysis, advice and reporting.

Experience working in a conflict or post-conflict setting 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work

**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:

- Write assessment reports
- Assess project proposals

**VI. Background Information**

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Organizational Setting and Reporting:

This position is located in the Office of the Special Envoy for the Great Lakes in Nairobi. Nairobi is classified as a "B" hardship duty station and a family duty station. The incumbent reports to the Senior Political Affairs Officer.