

United Nations JPO Programme



TERMS OF REFERENCE 20P185

Junior Professional Officer (JPO)

I. General Information

Title:

Associate Programme Management Officer (Sustainable Development)

Level:

P-2

Sector of Assignment:

Economic Affairs

Organization/Office:

United Nations/ Executive Office of the Secretary-General

Duty Station:

New York, USA

[Non-Family Duty Station: yes / no]

Contract Type :

Fixed-term (JPO)

Duration:

2 to 3-year assignment (one-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.

II. Supervision

Title of Supervisor:

Deputy Director, Sustainable Development Unit (SDU)

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

Under the direct supervision of the Sustainable Development Deputy Director, the incumbent shall, as required:

1. Provides support to SDUs strategic planning and unrolling of activities in the context of the Decade of Action for the Delivery of the SDGs, collaborating across the different areas of work and supporting coordination efforts with relevant divisions of EOSG and with UN Agencies as applicable;
2. Supports the developing of strategic, evidence-based messaging
3. Provides support in all aspects of the ongoing reforms of the United Nations development system
4. Provides support the daily work of EOSG's senior leadership, by:
 - Ensuring the timely preparation and review of all material, including talking points, background notes and presentations related to the incumbent's portfolio;
 - Drafting and reviewing incoming and outgoing correspondence to Member States, the UN system and other key stakeholders and ensuring a prompt dispatch;
 - Drafting minutes of meetings of the SG and DSG and ensuring timely follow-up;
 - Helping prepare presentations and other communication material, as required;
 - Undertaking analytical quantitative and qualitative background research as required.
5. Supports the organization of meetings, high-level trips of the Deputy Secretary-General or other senior leaders in EOSG, as assigned.
6. Liaises with relevant colleagues within the system and contribute to create and finalize agendas and trip schedules, as well as all logistic- and security-related matters;
7. Drafts, reviews and prepares materials.

IV. Qualifications and Experience

Education:

- Advanced university degree in economics, development studies or related field.

Work experience:

- At least 3 years of relevant professional work experience with international development, including in the intergovernmental domain, is required.
- Excellent writing skills
- Experience in strategy design, management consulting, analytics, applied research and reporting is desirable.
- Specific experience in inter-agency coordination and/or international organizations is desirable.

Languages:

- Fluency in oral and written English is required; knowledge of French and/or Spanish are desirable; knowledge of another UN language is an asset.

Other skills:

- Knowledge of analytics tools (e.g. PowerBI, Excel, PowerPoint, SAP Business Objects, Qlik, SQL, R) required.
- Excellent presentation design skills (PowerPoint) required, with knowledge of Adobe InDesign / Illustrator 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

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; utilizes data management techniques and applicability for quantitative and qualitative analysis; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

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:

- An excellent understanding of the United Nations System – including intergovernmental processes - and an in-depth knowledge of processes related to the 2030 Agenda;
- A unique experience in large-scale, complex reform processes;
- Exposure to multifaceted challenges in developing new work processes (as part of the reforms), and enhanced ability to find solutions to these challenges on a daily basis;
- A robust network, as a result of liaising with other UN offices, funds, programmes and agencies, as well as experts in permanent missions in NY;
- Extensive work experience in drafting a variety of written outputs for senior leadership, including talking points, briefing notes, speeches – which meet the highest standards in the UN;

VI. Background Information

The UN development system reform team is part of the Sustainable Development Unit (SDU) of the Executive Office of the Secretary-General. The team works under the direct supervision of the SDU Director and under the day-to-day guidance of the Deputy Secretary-General, who is leading the implementation of the UN development system reform on behalf of the Secretary-General.

The team is a light-touch structure that focuses – specifically – on: (i) providing support to the personal leadership of the Secretary-General and the Deputy Secretary-General as they advance reform efforts; (ii) supporting inter-governmental processes and bilateral outreach to Member States; and (iii) serving as the main EOSG technical interface to the UN Development Coordination Office, the UN Sustainable Development Group and the Transition Team established by the Secretary-General to coordinate operational aspects of the UN development system reform.