

# United Nations JPO Programme



## TERMS OF REFERENCE

### Junior Professional Officer (JPO)

#### I. General Information

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Title: Rule of Law Officer

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

Rule of Law, Justice and Corrections

Organization/Office:

United Nations / Department of Peace Operations / Office of Rule of Law and Security Institutions / Justice and Corrections Service

Duty Station:

New York, USA

[Non-Family Duty Station: yes  / no x]

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:

Corrections 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. The JPO will have weekly meetings with his/her supervisor to discuss progress against work plan objectives and adjust work load if necessary. The JPO will work hand in hand with his/her supervisor on the Force Generation file and will be provided with regular feedback, mentoring and advice. Adjustments to the JPO's work plan can be made during the annual mid-term review, if necessary.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

### **III. Duties, Responsibilities and Output Expectations**

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**In support to the JCS Corrections Programme Officer, the Rule of Law Officer will be responsible for:**

- ⇒ Providing technical support and guidance to justice and corrections components in DPO-managed field missions in relation to their human resource needs;
- ⇒ Liaising with Member States for nomination of highly qualified candidates for deployment to peacekeeping operations and special political missions;
- ⇒ Participating in selection processes leading to recruitment, deployment and management of seconded justice and corrections officers (Government Provided Personnel), including facilitating rotations, extension of tour of duty and repatriations of Government Provided Personnel to their home countries;
- ⇒ Contributing to the achievement of the DPO Uniformed Personnel Gender Parity Strategy by promoting women's access to and meaningful participation in the work of peace operations, including, but not limited to strengthening outreach to women officers and women's networks, developing women-only calls for nominations, supporting the implementation of women-only training initiatives and collecting and analyzing data on the experience of uniformed women deployed to peace operations;
- ⇒ Contributing to the development of new and innovative deployment modalities, including the deployment of specialized teams and deployments to non-mission settings;
- ⇒ Organizing periodic briefing sessions to contributing countries and discussing current challenges and needs for their engagement;
- ⇒ Maintaining constant contact with field missions on issues relating to seconded officers (Government Provided Personnel);
- ⇒ Providing guidance to Force Generation interns;
- ⇒ Providing substantive support to thematic justice and corrections files and supporting the backstopping of regional files, when Force Generation responsibilities permit.

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

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**Education:**

Advanced university degree in law, criminal justice, social sciences or human resources management. A first-level university degree with a relevant combination of academic qualifications and 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 progressively responsible professional experience working in either a justice/corrections system or in human resource management is required. Experience providing technical assistance for the development of justice and/or prison systems in a transitional, developmental or post-conflict setting is an asset.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable, as French is the working language of several United Nations peace operations.

**Other skills:**

Good knowledge and command of computer programmes, including Word, Excel and PowerPoint is required. Advanced knowledge of Excel, database management, and graphic design platforms is an asset.

**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

**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

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

### **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:

- Research and analyze rule of law issues, practices, doctrine and standards in the context of peacekeeping;
- Formulate staffing justifications and job descriptions and identify qualified corrections and judicial affairs staff for field operations;
- Understand thoroughly challenges faced by women officers deployed to field operations and articulate and implement initiatives to address these challenges;
- Establish and maintain effective partnerships with a diverse group of actors, including Permanent Missions of Member States, international organizations and professional national institutions, among others;
- Formulate policy and guidance materials based on UN DPO standards;
- Write reports of various types and input into official documentation of peace operations according to United Nations standards;
- Maintain knowledge networks and demonstrate skills in information management and dissemination.

## **VI. Background Information**

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The DPO Justice and Corrections Service provides strategic, technical and administrative guidance to rule of law, justice and corrections components in UN peace operations and facilitates the secondment of government-provided justice and corrections personnel. JCS works closely with United Nations Member States to help ensure that Security Council resolutions, Secretary-General reports and other official documents reflect the work and needs of justice and corrections systems in peace operations host countries. JCS liaises with Member States to raise awareness of and support for the justice and corrections work carried out by peacekeeping operations and special political missions and develops and delivers specialized training programmes for Judicial Affairs Officers and Corrections Officers. The Service is responsible for producing policies and guidance materials on the functions and responsibilities of justice and corrections components in peace operations and coordinates with other United Nations and non-United Nations entities and interagency mechanisms, including through the Global Focal Point for Rule of Law, under the umbrella of which DPO and UNDP jointly convene the UN system to enhance the delivery of support to the field.



JCS facilitates the deployment and management of approximately 300 justice and corrections Government-Provided Personnel (GPP) in nine peace operations. These officers are provided by a range of Member States and fulfill specialized functions that are crucial to the delivery of peace operations' rule of law mandates. Deployed GPP include experts in areas such as the investigation and prosecution of serious crimes, prison security, prison management and prisoner health. JCS plays a key role in identifying the specific areas of expertise required by peace operations to fulfill their mandates, engaging with Member States on the provision of the required experts, providing policy and guidance on the role of GPP and continuously strengthening the effectiveness of the GPP modality. Current priorities in regard to Government-Provided Personnel include outreach to prospective new contributing countries, the implementation of the Uniformed Personnel Gender Parity Strategy and the development of new deployment modalities.

JCS is part of the Office for Rule of Law and Security Institutions which also includes the United Nations Police Division, Mine Action Service, Security Sector Reform Unit and Disarmament, Demobilization and Reintegration Unit. JCS is composed of specialists in law, judicial capacity-building and prisons and corrections institutions with currently 20 international staff in New York and a rapidly deployable Standing Capacity comprised of seven officers based in Brindisi, Italy. The JPO will work with the JCS Corrections Programme Officer on the Force Generation file which is situated with the JCS Front Office. Please see below Organigram of the Justice and Corrections Service.

