

## United Nations JPO Programme



### TERMS OF REFERENCE 19P314

#### Junior Professional Officer (JPO)

##### I. General Information

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Title: JPO in Political Affairs

Sector of Assignment: Political Affairs

Organization/Office:

United Nations / Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict (OSRSG-SVC)

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:

UN Action Coordinator

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the 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 the JPO's performance. The system is based on an agreed work plan and regular performance discussions as well as bi-annual performance reviews.

The JPO will be part of a team of Programme Officers assigned to backstop the Office of the SRSG on Sexual Violence in Conflict. The JPO will work under the UN Action Coordinator, who will ensure constant mentoring of the JPO, and s/he will function under the overall guidance of the Chief of Staff of the Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict. Regular reviews of agreed objectives, working arrangements and performance will be ensured.

### III. Duties, Responsibilities and Output Expectations

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The JPO will:

- Support coordination of UN Action network and engagement with its members;
- Draft background notes, reports and talking points for the SRSG and senior staff; draft external communication for the SRSG;
- Contribute to the preparation of field missions conducted by the office;
- Promote development and sharing of good practices and lessons learned on addressing CRSV;
- Liaise with NGOs and academic institutions to enhance coherence of sexual violence prevention efforts;
- Monitor UNCT support to the implementation of the joint communiqué through conducting workshops, VTCs, sharing of information, follow-up visit;
- Liaise closely with CRSV team in DPKO on all relevant issues and support policy and guidance development for Peacekeeping and political missions on CRSV
- Support UN Action Coordinator in preparing Focal Point Meetings, drafting official meeting notes etc.;
- Contribute to the planning processes related to UN Action Secretariat's objectives and results

### IV. Qualifications and Experience

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Education:

An advanced university degree in political or social sciences, international relations or law, history, economics, or related subject is required.

Work experience:

A minimum of 2 years work experience of/in a conflict /post-conflict environment, or working with an international or multilateral organization, is required.

Languages:

Fluency in oral and written English is required. Working knowledge of French is desirable.

#### 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

**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

**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

- Reflect complex substantive or operational issues linked to sexual violence in concise reports.
- Understand matters related to peace and security, develop a knowledge of peacekeeping contexts, and practical experience of contributing substantively to reports, talking points, press releases, advocacy products and other documents on sexual violence, coordination mechanisms and protection of civilians-related issues.
- Have a thorough understanding of relations with the Security Council.
- Understand the dynamics linked to sexual violence in complex conflict and post-conflict situations and formulate appropriate recommendations to achieve the goals of the organization.
- Function in a multi-disciplinary team and a multi-cultural environment.

The JPO will develop familiarity with matters related to peace and security, conflict and post-conflict contexts, knowledge of peacekeeping, and practical experience of contributing substantively to reports of the Secretary-General, most particularly on sexual violence and protection of civilians-related issues.

## VI. Background Information

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This position is located with UN Action Secretariat in the Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict (OSRSG).

The UN Action Network Against Sexual Violence in Conflict is composed by 14 United Nations entities and represents a concerted effort by the UN to “work as one” – amplifying advocacy, improving coordination and accountability, and supporting country efforts to prevent conflict-related sexual violence and respond effectively to the needs of survivors.

The Office of the Special Representative of the Secretary-General on Sexual Violence in Conflict (OSRSG-SVC) was created with a view to engaging with governments, including military and judicial representatives, as well as with parties to armed conflict in order to prevent and address sexual violence. In that context, prevention of sexual violence crimes, particularly by parties to conflicts, is an essential component of the efforts. The Office has implemented a six-point agenda which includes: ending impunity for perpetrators and seeking justice for victims; the protection and empowerment of civilians who face sexual violence in conflict, in particular, women and girls who are targeted disproportionately by this crime; mobilizing political leadership to address this issue; strengthening coordination and ensuring a more coherent response from the UN system; increasing recognition of rape as a tactic of war; and, finally, emphasizing national ownership, leadership and responsibility in the fight to put an end to this scourge. The Office also advocates for services for survivors, and for supporting SSR frameworks to ensure conflict-related sexual violence prevention through training and improvement of operating doctrines.