

## United Nations JPO Programme



### TERMS OF REFERENCE 23P081

#### Junior Professional Officer (JPO)

##### I. General Information

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Title: JPO in Political Affairs

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

Organization/Office:  
United Nations, Office of the Special Representative of the Secretary-General for Children and Armed Conflict (OSRSG-CAAC)

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: 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. Appraisal at a six-month interval will be carried out (see Evaluation below) and regular consultations with supervisor will be carried out as necessary, including performance discussions.

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

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

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The JPO will focus his/her work on the following issues, under supervision of his/her immediate supervisor:

- Monitoring and reporting on the situation of children affected by armed conflict in assigned countries,

including liaising with the country task-force and partners, drafting country reports, GHNs and notes, and following the situations,

- Mainstream CAAC in relation to assigned countries at inter-agency meetings at Headquarters and with partners (UNICEF, DPO and DPPA),
- Support the Office's work and engagement with Security Council Working Group on Children and Armed Conflict, its Member States, as well as relevant Permanent Missions in New York and other UN bodies (Human Rights Council, etc.), non-governmental organizations, academia, etc.

The JPO will also support the work of the Office of the Special Representative of the Secretary-General for Children and Armed Conflict through work in a team setting. This will include participation as an active member in various team projects focusing on:

- Support to Office on monitoring and reporting activities to the General Assembly, Security Council, Human Rights bodies.
- Drafting of talking points, briefing notes and preparation of background documents.
- Outreach to NGO's, Member States, and other UN partners.
- Liaise with United Nations entities, Member States and non-United Nations experts on developments relevant to the CAAC agenda, as required.
- Assist with thematic research and analysis relevant to the CAAC agenda and support work of teams.
- Assist in working with the United Nations system, Member States and others to carry out the CAAC mandate.
- Represent the Office/Special Representative of the Secretary-General at conferences, seminars and academic forums relevant to the work of the Office, as required.
- Accompany the Under-Secretary-General/Special Representative of the Secretary-General to meetings with United Nations officials, Member States, regional organizations, civil society organizations and academic institutions and prepare notes of those meetings, as required.

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

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**Education:** Advanced university degree in political science, international humanitarian/human rights law, or other related social science degree. 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 two years of relevant experience in development issues, humanitarian activities, and/or child protection with governments, international organizations, NGOs, or research institutions. Experience in the field with the UN or other relevant intergovernmental or non-governmental organizations; stints in conflict/post conflict situations an advantage.

**Languages:**

Fluency in English is required. Knowledge of other UN official languages is desirable: Arabic and/or French (both oral and written) is an advantage.

**Other skills:** Proficiency in word processing, spreadsheet and presentation software is required (MS Word, MS Excel, MS PowerPoint).

**UN competencies:**

*Professionalism* – Sharp analytical skills. Ability to work under pressure, abide by UN rules and regulations and persist when faced with difficult problems or challenges. 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; excellent research and drafting skills; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having a two-way communication; tailors language, tone, style and format to match 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; Ability to collaborate with counterparts across both inter-office and organizational boundaries.

*Planning & Organizing* – Develops clear goals that are consistent with agreed strategies and accountabilities; 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; actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology

## **V. Learning Elements**

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On completion of the assignment, the JPO will:

- a) Be knowledgeable about the key issues related to CAAC, country situations and the role of the various partners.
- b) Be knowledgeable about child protection issues in countries affected by conflict, as well as the peace and security nexus of that theme.
- c) Gain insight into the organization and functions of the peace and security, humanitarian and development organs of the United Nations and other NGO and civil society organizations concerned with conflict and child protection.
- d) Participate in meetings and collaborative projects with a wide range of agencies and submit reports thereon.

## **VI. Background Information**

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Following the publication of Graça Machel's report in 1996 entitled "Impact of Armed Conflict on Children", the Secretary-General created the position of Special Representative for Children and Armed Conflict to act a chief advocate for the protection, rights and welfare of children affected by conflict. The Mission of the SRSG is "to promote and protect the rights of all children affected by armed conflict"

- The Special Representative serves as a moral voice and an independent advocate for the protection and well-being of boys and girls affected by armed conflict.
- The Special Representative and her office advocate build awareness and give prominence to the rights and protection of children affected by armed conflict.
- The Special Representative works with partners to propose ideas and approaches to enhance the protection of children affected by armed conflict and to promote a more concerted protection response.
- The Special Representative is a facilitator, undertaking humanitarian and diplomatic initiatives to facilitate the work of operational actors on the ground with regard to children affected by Armed Conflict.

The work of the Office of the Special Representative of the Secretary-General for Children and Armed Conflict is guided by the Strategic Framework of the Office. The Office works closely with UN partners, NGO's and Member States including with bodies such as the General Assembly, Human Rights Council and the Security Council.