United Nations JPO Programme

TERMS OF REFERENCE

JPO (Associate Expert)
18P031

I. General Information

Title: Associate Political Affairs Officer

Sector of Assignment: 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

Title of Supervisor: Chief of Section (Monitoring, Regional Partnerships & Reporting)

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 the JPO’s performance.

There will be weekly team meetings on work assignments and up-coming issues in connection with the work of the mandate, with particular reference to monitoring, regional partnerships and reporting. Regular consultations with supervisor as necessary.

III. Duties, Responsibilities and Output Expectations

The JPO will support the Office of the Special Representative of the Secretary-General for Children and Armed Conflict, in the following areas:

- Monitoring the overall social, economic and political situations of assigned countries/situations of concern.
- Preparation of country background documents and briefing notes.
- Support monitoring of selected OSRSG performance/progress indicators as identified in the Senior Manager’s Compact.
- Carry out other specific assignments as requested by the Special Representative of the Secretary-General or Supervisor including research and analytical support in areas of strategic relevance to the Office.
IV. Qualifications and Experience

**Education:** Advanced university degree in political science, international humanitarian/human rights law, or other related social science degree.

**Work experience:** At least three years of relevant experience in political affairs, 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, or work in conflict/post conflict situations an advantage.

**Languages:** Fluency in English and in two Swiss national languages is required. Knowledge of other UN official languages is desirable.

Possession of a valid automobile driving license and ability to drive using manual transmission;

**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; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- **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 and offers feedback by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda. 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.

V. Learning Elements

On completion of the assignment, the JPO will:

- Be knowledgeable about the key issues related to CAAC, country situations and the role of the various partners.
- 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.
- Participate in meetings and collaborative projects with a wide range of agencies and submit reports thereon.

VI. Background Information

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.

The office is divided into two substantive sections and a Front Office. The JPO will be part of the Monitoring, Regional Partnerships and Reporting Section.