

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO) 19P110

I. General Information

Title:

JPO in Counter-Terrorism

Sector of Assignment:

Programme Management/ Counter-Terrorism

Organization/Office:

United Nations Headquarters/United Nations Office of Counter-Terrorism (UNOCT), Special Projects & Innovation Branch, Countering Terrorist Travel Section

Duty Station:

Budapest, Hungary

Duration:

1 year with the possibility of extension for another year

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Overall supervision by:

Chief, Countering Terrorist Travel Section within UNOCT's Special Projects & Innovation Branch

Direct supervision by:

Chief of Section (P-5), Countering Terrorist Travel Section

Content and methodology of supervision:

The JPO will be supervised on a day-to-day basis. An annual work plan will be agreed upon with the supervisor at the start of the assignment and will be updated as needed. There will be a review and planning discussion with the supervisor on a regular basis. A staff performance review will be conducted every year (including mid-term review) in line with UN rules and regulations.

III. Duties, Responsibilities and Output Expectations

Under the supervision of the Chief of the Countering Terrorist Travel Section within UNOCT's Special Projects & Innovation Branch, and through consultations with experts and practitioners from UNOCT and entities, the incumbent will:

- Contribute to the work plan of the Countering Terrorist Travel Programme as a whole, and in particular, carry out specific tasks to support the implementation of the Programme's project implementation in beneficiary Member States.

- Assist in the provision of secretariat support to the Steering Committee of the Programme, including the organization of regular meetings, preparation of meeting materials, and recordkeeping of all official and informal meetings.
- Assist in the preparation of regional conference and other events to advance or promote the Programme with regional or international organizations as well as Member States.
- Assist in the preparation of briefing materials, remarks, presentations, and reports regarding the Programme and its implementation, as well as its work with respect to the Global Compact Task Force Interagency Working Groups.
- Assist in preparing background notes, talking points and remarks for meetings and official travels of the Secretary-General, the Deputy Secretary-General and the Under-Secretary-General for Counter-Terrorism.
- Assist in the preparation of and support official trips, assessment missions, and other in-country activities of the Programme vis-à-vis the beneficiary Member States.
- Performs other related duties as required.

IV. Qualifications and Experience

Education:

Advanced university degree in political science, public administration, international law, international relations or other relevant field.

Experience:

Minimum of 2 years of work experience in international affairs or international policy making, and proven experience in drafting policy papers, reports and summaries on counter-terrorism or political matters, as well as in conducting research and providing timely input on policy questions.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Knowledge of another United Nations official language is highly desirable.

Other:

- Good knowledge of United Nations and other counter-terrorism conventions, instruments and documents, in particular the UN Global Counter-Terrorism Strategy and its four pillars.
- Experience with programme management and monitoring and evaluation, is an asset.

UN competencies

PROFESSIONALISM: Ability to complete in-depth studies and analysis of the threat of terrorism and violent extremism globally. Demonstrates professional competence and mastery of counter-terrorism analysis; Shows pride in work and in achievements; 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.

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.

V. Learning Elements

Upon completion of the assignment, the JPO will have:

- An in-depth understanding of the mandates, programme and operations of the UN Countering Terrorist Travel Programme, UNOCT, counter-terrorism entities and their activities, as well as their inter-agency coordination;
- A good understanding of UN affairs (particularly policy and political issues) and functioning, with a focus on programme management within a broader strategic context;
- Experience in preparing high-level meetings and travels of senior UN officials;
- Experience supporting inter-agency coordination processes;
- Experience in synthesizing information and producing reliable briefing materials for senior staff;
- Enhanced skills in writing reports, statements, remarks and talking points;
- A network of contact with wide range of relevant entities, such as Programme partners and members of the United Nations Global Counter-Terrorism Coordination Compact;
- Experience in planning, time management and working effectively in a multi-cultural environment.

VI. Background Information

UNOCT was established by the General Assembly in June 2017. The Office has five main functions: (a) provide leadership on the General Assembly counter-terrorism mandates entrusted to me from across the United Nations system; (b) enhance coordination and coherence across the 38 Counter-Terrorism Implementation Task Force [now Global Counter-Terrorism Coordination Compact] entities to ensure the balanced implementation of the four pillars of the Strategy; (c) strengthen the delivery of United Nations counter-terrorism capacity-building assistance to Member States; (d) improve visibility, advocacy and resource mobilization for United Nations counter-terrorism efforts; and (e) ensure that due priority is given to counter-terrorism across the United Nations system and that the important work on preventing violent extremism is firmly rooted in the Strategy.

The UN Countering Terrorist Travel Programme is a new flagship initiative of the United Nations Office of Counter-Terrorism (UNOCT), implemented in partnership with the Counter-Terrorism Committee Executive Directorate (CTED), the International Civil Aviation Organisation (ICAO), the United Nations Office of Information and Communication Technology (OICT) and the United Nations Office on Drugs and Crime (UNODC) in an “All-of-UN” approach. The Programme will assist Member States most affected by the foreign terrorist fighters (FTF) phenomenon, including those that are destination or transit countries for FTFs. Indeed, the UN Countering Terrorist Travel Programme is a global capacity-building initiative to support Member States to enhance their detection capacity to curb FTF mobility by using Advance Passenger Information (API), Passenger Name Record (PNR), and other data – making them compliant with the requirements of the Security Council resolutions 2178 (2014) and 2396 (2017).