

United Nations JPO Programme



TERMS OF REFERENCE 21P121

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Civil Affairs

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

Organization/Office:

United Nations / Department of Peace Operations / Policy, Evaluation and Training Division / Policy and Best Practices Service

Duty Station:

New York, USA

[Non-Family Duty Station: yes / no

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:

Civil Affairs Team Leader

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, and will include roles and responsibilities, expected outputs, and personal learning goals. The supervisor and incumbent will be in contact concerning all aspects of the work on a daily basis. Planning will be undertaken jointly on a one-to-one basis or with the entire Unit, depending on the nature of the activity. Technical skills will be acquired through mentoring, on-the-job training, and, where required, through external capacity building initiatives. Knowledge will also be provided in the form of training manuals, lessons learned and best practices reports, as well as guidance documents, many of which developed by the Policy and Best Practices Service (PBPS). Initial supervision will be as intense as necessary, gradually guiding the JPO towards greater independence and responsibility. The JPO will be encouraged and guided



to manage all aspects of his/her work, including planning, implementation and review.

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

III. Duties, Responsibilities and Output Expectations

The JPO will contribute to the work of the Civil Affairs Team in DPET to support peacekeeping operations improve their capacity to conduct analysis and planning at the local level to better address conflict dynamics and integrate communities' concerns, priorities and needs in the broader missions' political and protection of civilians strategies.

To this effect, the JPO will:

- Support the continued enhancement of the Civil Affairs Activities Database at UNHQ as the cornerstone for a data-driven interpretation of the impact of Civil Affairs work in the field by ensuring its constant update; the improvement of data analytics and analytical products used to feed qualitative assessments and reviews, as well as strengthen in partnerships within and outside the UN to this effect, in the context of the overall UN Data Strategy.
- Support the roll-out of operational guidance on conducting conflict analysis and planning using the Local Conflict Analysis and Planning tool (LCAP) including by supporting and participating to field exercises and training of facilitators in the mission-area. Therefore, the JPO will be expected to travel to the field and work closely with counterparts in missions.
- Organize forums such as brown bags to ensure that efforts to strengthen analytical and planning capacities of field offices in peace operations are shared with various offices within DPO as well as other UN Departments, Agencies and in NGOs.
- Ensure that efforts to strengthen analytical and planning capacities in field offices are coupled and aligned with available guidance and programs on community engagement.
- Manage the Quick Impact Project database by ensuring its data is up to date and issuing quarterly reports for the use of relevant stakeholders at UNHQ and in missions.
- Support strategic communication efforts to increase the visibility of the contribution made by Civil Affairs to the implementation of peacekeeping mandates through evidence-based reporting.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in political science, social studies, international relations, or related social sciences.

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:

A minimum of two years of relevant work experience in areas related to quantitative data analytics and conflict dynamics; conflict management and community engagement; political and/or civil affairs or related area, either in an international, governmental or non-governmental organization. Field-based experience in a conflict-affected country is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is an advantage.

Other skills:

Proficiency using of Microsoft office and SharePoint is required; familiarity with PowerBi; and other/similar



visualization platforms is desirable

UN competencies:

PROFESSIONALISM: Ability to conduct political analysis and to identify and resolve sensitive issues. Knowledge of operational aspects of national, bilateral or multilateral aid programmes. Ability to identify sources for data collection. 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

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

On completion of the assignment, the JPO will be able to:

- Support the effective performance of peace operations functioning and of field offices addressing local conflicts and supporting protection of civilians.
- Facilitate the conduct of local level conflict analysis and planning exercises.
- Develop policy and guidance for peace operations.
- Coordinate and organize the roll-out of operational guidance to field missions
- Build partnerships with field missions
- Write analytical reports
- Draft UN notes to senior managers providing information on progress of work
- Organize discussions to disseminate information regarding work

VI. Background Information

The Civil Affairs team is located in the Policy and Best Practices Service (PBPS) in the Division of Policy, Evaluation and Training (DPET) which provides services to the Departments of Peace Operations as well as to Member States. The function of PBPS is to help improve the efficiency and effectiveness of peacekeeping operations through the exchange of good practices between missions, the development of policy and guidance materials that integrate lessons learned, and thematic policy support in selected areas, including local conflict management, community engagement, local conflict analysis and planning. The team is currently composed by one P4 and one P3.

The Civil Affairs team provides policy and guidance backstopping to Civil Affairs components deployed in peace operations counting approximately 600 Civil Affairs personnel in 8 peacekeeping missions as of 2021.

The JPO will be working on supporting the further expansion and improvement of data-driven efforts to improve the effectiveness and performance of civilian intervention in support of local conflict management, reconciliation and social cohesion as well as of hotspot mapping and early warning. This will be compounded by continued support to the roll-out of Local Conflict Analysis and Planning tool (LCAP) to support field offices conduct conflict analysis and translate it in prioritized interventions that can most effectively advance the implementation of the mandate and reduce violence.

