

UN JPO Programme – At a glance

What?



- The JPO Programme recruits Junior Professional Officers (JPOs) for the UN Secretariat and associated entities.
- They are recruited under bilateral agreements between the UN JPO Programme and donor countries.
- Candidates usually are nationals of donor countries; however, some donors also finance nationals of least developed countries.
- Candidates are young professionals, usually with an advanced university degree and a minimum of two years of professional experience.
- JPO positions are generally at the P2 level.

Why?



- To provide young professionals with the opportunity to gain hands-on experience in the field of multilateral international cooperation and develop their competencies and work skills.
- To contribute to the advancement of their organization's mandate, particularly with regard to the Sustainable Development Goals/ 2030 Agenda

Who?

Donors with a bilateral agreement:*

6 Donors with the highest numbers of JPOs in **bold.*

Australia, Austria, Bahrain, Belgium, Canada, **China**, Denmark, DPRK, Egypt, Estonia, Finland, **France**, **Germany**, Hungary, Iceland, **Italy**, Israel, **Japan**, Kazakhstan, Kuwait, Liechtenstein, Luxembourg, Mongolia, Morocco, Netherlands, New Zealand, Norway, Poland, Qatar, Russian Federation, Saudi Arabia, Singapore, South Africa, Republic of Korea, Spain, Sweden, **Switzerland**, Turkey, United Arab Emirates, United Kingdom, USA

DESA manages the United Nations JPO Programme for the following entities:

United Nations Secretariat (all Departments and Offices, incl. Peacekeeping Missions, Special Political Missions and Resident Coordinator Offices) CEB, ECE, ESCAP, ECA, ESCWA, ECLAC, ICJ, JIU, UNCTAD, UNFCCC, UNDRR, UNICRI, UNCCD, UNRISD, UNSSC



Donors may reserve JPO positions for any of the above-mentioned entities with the UN JPO Programme/DESA throughout the year. Once a donor has identified a position of interest, all queries may be directed directly to the UN JPO Programme team for them to facilitate the process with the receiving offices.

Positions can be.

- a) formally reserved for sponsorship
- b) or tentatively earmarked by donors for a limited time when there is an interest but not yet a firm commitment to sponsor the position.

General process – pre-recruitment

- 1) Interested UN Offices submit JPO Terms of Reference (TORs) to the JPO Programme team (DESA/CDPMO) using the relevant template; The TORs are then reviewed and published in the compendium for donors and departments.
- 2) Donor governments reserve available positions directly via the UN JPO Programme team through e-mail.
- 3) The UN JPO Programme informs the receiving office of the donor's reservation and provides a tentative timeline as applicable.
- 4) After receiving confirmation of the reservation, the sponsoring donor government publishes the post on its national website and after reviewing all applicants, submits the UN JPO Programme Personal History Forms (PHPs) of the suitable shortlisted candidates to the UN JPO Programme Office.
- 5) The JPO Office reviews the short-list of candidates against the TORs eligibility requirements and forwards candidates' Personal History Profiles together with a formal evaluation report form to the receiving UN Office.
- 6) The final selection is made by the receiving UN Office based on competency-based interviews. The interviews of shortlisted candidates are conducted by telephone, video call or in-person by the receiving UN Office alone, or in collaboration with the sponsoring donor government.
- 7) The JPO Office receives the completed interview evaluation report from the UN office, together with the final list of recommended candidates in order of preference. The donor country will be asked to confirm the selected candidate's availability.
- 8) Once the confirmation is received, the JPO Office initiates the recruitment process and prepares the relevant cost estimate to request the necessary funds from the donor;
- 9) As it requires various actions and different financial clearances, onboarding of JPOs takes on average 2-3 months from the date of selection of the successful candidate;



Min. 6 months from step 4

Costs:

Donors cover all direct staffing costs for JPO placements; receiving offices provide supervision, office space, IT equipment and a UN email address when hosting a JPO. Average costs for donors for a year 2-year JPO assignment range from USD 320,000 to USD 450,000, depending inter alia on the duty station, starting step, place of recruitment and family status of the selected candidate.

Facts and Figures

As of February 2024, the UN JPO Programme is managing and supporting the assignments of:

- 380 Junior Professional Officers (JPOs) and Special Assistants to Resident Coordinators (SARCs)
- from 28 donor countries and with 37 different nationalities
- 36% male and 64% female
- assigned to 45 duty stations around the world
- working for more than 40 different UN Departments/Offices including Regional Commissions, Peacekeeping Missions and RCOs.

Contact Information

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