


<h1>Vacancy announcement</h1>		
<h2>UN JPO Programme</h2>		
<h3>JPO in Political Affairs (Disarmament)</h3>		<b>Closing date</b> <b>28 April 2024</b> <b>6 pm EST</b>
<i>Junior Professional Officer (JPO), Office of Disarmament Affairs (ODA), Regional Disarmament Information Outreach Branch</i>		
<b><u>Vacancy Announcement # 24P042</u></b>		
<b>I General information</b>		
<b>Title:</b>	JPO in Political Affairs (Disarmament)	
<b>Sector of Assignment:</b>	Political Affairs	
<b>Country:</b>	USA	
<b>Location (City):</b>	New York	
<b>Agency:</b>	United Nations Secretariat / Office of Disarmament Affairs (ODA), Regional Disarmament Information Outreach Branch	
<b>Duration of Assignment:</b>	Initially 1 year (with possible extension for another year)	
<b>Grade:</b>	P2 step 1 in the first year	
<b>Note:</b> This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by Finland and is addressed to persons with Finnish citizenship.  Candidates must be born on or after 31/12/1991		
<b>II Duties, responsibilities and Output Expectations</b>		
Within delegated authority, the Junior Professional Officer will be responsible for the following duties:  The post is located in the Regional Disarmament and Information and Outreach Branch of the Office for Disarmament Affairs. Under the overall guidance of the Branch Chief and the direct supervision of the relevant Political Affairs Officer, the Associate Political Officer will contribute to the implementation of the Office's Disarmament Information and Outreach Programme, including development of strategic communications and initiatives aimed at increasing the visibility and presence of the Office and the High Representative for Disarmament Affairs as well as support to implementation of the Youth, Disarmament and Non-proliferation agenda. The incumbent will:		

- Support implementation of the Youth, Disarmament and Non-proliferation agenda (A/Res/74/64, A/Res/76/45, A/Res/78/31), including:
  - Contribute to growing the programmatic reach and impact of ODA's flagship youth outreach programme, #Youth4Disarmament (Y4D);
  - Support project/ programme development, management, implementation and reporting related to youth engagement and outreach, including youth educational activities;
  - Support the development of creative and action-oriented Youth, Disarmament and Non-proliferation educational activities and practicums;
  - Contribute to the development of initiatives aimed at networking cohorts of youth groups engaged under the aegis of ODA or other international organizations in the field of peace and security.
  - Support donor mobilization and fundraising for programming on the Youth, Disarmament and Non-proliferation agendas.
  - Draft, compile inputs and coordinate the issuance of the Secretary-General's Reports on Youth, Disarmament and Non-proliferation;
  - Prepare briefing notes, speeches, talking points and other correspondence and documents on Youth, Disarmament and Non-proliferation for use by United Nations Senior Officials;
  - Lead or support various youth campaigns and outreach initiatives via websites, social media and networks.
  
- Support ODA in integrating the Youth, Disarmament and Non-proliferation agenda in all aspects of its work and through all its duty stations:
  - Support the establishment of a youth task force across ODA's duty stations – including its regional centers.
  - Support, solicit, contribute to, or co-create initiatives aimed at facilitating youth entry points to various inter-governmental processes in the field of Disarmament Non-proliferation and Arms Control;
  - Support the inclusion of youth perspective in ODA's communications, education and outreach work ;
  
- Support implementation of the Youth, Disarmament and Non-proliferation agenda in the Peace and Security pillar and wider UN system and beyond:
  - Represent ODA on Youth, Disarmament and Non-proliferation in the engagement with entities active in YPS in the Peace and Security pillar, such as DPPA/PBSO, UNFPA, Youth Office;
  - Support in forging and strengthening partnerships among stakeholders including Member States, the United Nations, relevant specialized agencies, regional and subregional organizations and civil society organizations including academia

(secondary and tertiary), model UNs and scouts, and the wider youth audience – with a focus on continuously expanding the regional reach of activities and initiatives.

- Support development of strategic communications to increase visibility of the work of the Office to strengthen youth engagement in disarmament efforts, including:
  - Assist with liaising with the Executive Office of the Secretary-General and the Office for the Spokesperson of the Secretary-General, as well as with the UN Youth Office on relevant communication priorities;
  - Provide substantive support for the outreach and communications activities on youth and disarmament of the Office and the High Representative for Disarmament Affairs to ensure the highest possible impact and reach, ensuring a comprehensive, user-friendly and accessible representation of priorities, achievements and projects;
  - Contribute to the maintenance, strengthening and drafting of social media content on youth and disarmament for the social media accounts of the Office, its regional centers, and the High Representative for Disarmament Affairs;
  - Supporting preparation of regular social media statistical analysis and reporting on youth and disarmament;
  - Prepare and produce relevant textual and multimedia content, including preparation of scripts and/or storyboards for videos and podcasts, to provide information and raise public awareness on disarmament issues with Member States, civil society organisations, the general public, and members of the media;
  - Assist with the organization and implementation of special events, programmes and activities in the field of youth and disarmament;
  - Support with the outreach aspects of ODA-wide disarmament education efforts coordinated by its Vienna Office and implemented across all branches and duty stations;
  - Carry out any other ad hoc tasks as may be required.

### **III Training component: Learning elements and expectations**

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

- Prepare strategic communications, social media content for a UN Office and a high-level UN official;
- Prepare textual and multimedia content to provide information and raise public awareness on disarmament issues with Member States, civil society organisation, the general public, and members of the media;
- Draft official documents, summaries, talking points, speeches, remarks and web content;
- Provide assistance during disarmament-related conferences, meetings, and activities;
- Understand and analyze the political context of complex situations in multilateral diplomacy.
- Develop expertise on issues of youth policy development and implementation with a focus on peace and security;

- Develop a substantive area of expertise on youth issues related to disarmament, non-proliferation and arms control;
- - Assess and help track and report on Youth, Disarmament and Non- Proliferation agenda;
- Write talking points, background and concept notes, project proposals and guidance note;
- Devise ways and means to collate data, evidence, standards on youth for ODA;
- Plan and implement various youth engagement and outreach projects and organize events and meetings involving external stakeholders;
- Acquire increased awareness on the UN disarmament machinery/ architecture, and on ODA work;
- Acquire website content and social media management skills;
- Strengthen partnership building with youth networks in youth, peace, security and disarmament field;
- - Acquire a good understanding of UN rules, procedures and processes.

#### **IV Supervision**

**Title of Supervisor:**

Chief of the Regional Disarmament Information and Outreach Branch

**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 of the JPO's performance.

#### **V Required Qualifications and Experience**

**Education:**

Advanced university degree (Master's degree or equivalent) in political science, international relations, international law, public administration or related field.

**Working experience (incl. internships and volunteering):**

A minimum of 2 years of relevant work experience in political sciences, international relations, law, multilateral disarmament and non-proliferation, security or related area is required. Experience with youth engagement and intergovernmental processes are desirable.

**Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage

**UN competencies:**

**PROFESSIONALISM:** 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.

**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.

**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.

**VI Background information on Agency/Department/Section**

The JPO would be assigned to the Regional Disarmament, Information and Outreach Branch (RDIOB) of the Office for Disarmament Affairs. Its organigram can be found here.

The United Nations Office for Disarmament Affairs (ODA) supports multilateral efforts aimed at achieving the ultimate goal of general and complete disarmament under strict and effective international control. The mandate for the programme is derived from the priorities established in relevant General Assembly resolutions and decisions in the field of disarmament, including the Final Document of the Tenth Special Session of the General Assembly, the first special session devoted to disarmament (resolution S-10/2). Weapons of mass destruction, in particular nuclear weapons, continue to be of primary concern owing to their destructive power and the threat that they pose to humanity. The Office also works to address the humanitarian impact of major conventional weapons and emerging weapon technologies, such as autonomous weapons, as these issues have received increased attention from the international community. ODA provides substantive and organizational

support for norm-setting in the area of disarmament through the work of the General Assembly and its First Committee, the Disarmament Commission, the Conference on Disarmament and other bodies. It fosters disarmament measures through dialogue, transparency and confidence-building on military matters, and encourages regional disarmament efforts; these include the United Nations Register of Conventional Arms and regional forums. It also provides objective, impartial and up-to-date information on multilateral disarmament issues and activities to Member States, States parties to multilateral agreements, intergovernmental organizations and institutions, departments and agencies of the United Nations system, research and educational institutions, civil society, especially non-governmental organizations, the media and the general public, including youth.

Recognizing the importance of young people in affecting change, ODA has launched the #Youth4Disarmament initiative in 2019 to engage, educate and empower young people with the aim of facilitating their meaningful and inclusive participation in the field of disarmament and non-proliferation. The JPO will support overall work of RDIOB, with particular focus on matters related to youth engagement activities under the #Youth4Disarmament initiative. The JPO is expected to support, inter alia, the work on Youth Disarmament and Non-proliferation, in support of United Nations General-Assembly resolutions 74/64 and 76/45, and Action 38 of the Secretary-General's Agenda for Disarmament. The JPO will contribute to raise awareness of the need for disarmament and stimulate young people's interest in the intricate link between disarmament and other themes, providing an opportunity to engage, educate and empower them in their role as the ultimate force for change on issues facing youth such as education, emerging technologies, environment, development and gender; encourage young people to consider disarmament as a tool to prevent, mitigate and end conflict; and build a community among the youth for disarmament.

## **VII How to apply**

Applicants should submit their application electronically directly to the Organization.

Candidates who would like to apply should do so **online** via

<https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=6>

Applications must be received no later than **28 April 2024, 6.00 pm (Eastern Time UTC-5, New York USA)**. Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

**Only short-listed candidates will be contacted thereafter.**