Vacancy announcement	
UN JPO Programme	
JPO in Programme Management	
United Nations Department of Economic and Social Affairs (DESA), Division for Public Institutions and Digital Government (DPIDG), Internet Governance Forum (IGF) Secretariat	***Closing date*** ***03 January 2025*** ***6 pm EST***

Vacancy Announcement # 24P382

I General information

Title:	Junior Professional Officer (JPO) in Programme Management
Sector of Assignment:	Programme Management
Country:	Switzerland
Location (City):	Geneva
Agency:	United Nations Department of Economic and Social Affairs (DESA), Division for Public Institutions and Digital Government (DPIDG), Internet Governance Forum (IGF) Secretariat
Duration of Assignment:	The assignment is intended for a minimum duration of 2 years. The initial appointment is for 1 year, renewable based on performance and availability of funds. A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs
Grade:	P2 step 1 in the first year

Note: This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of Norway and is addressed exclusively to **candidates with Norwegian citizenship**. More information on the Norwegian JPO Programme can also be found on the website of [Norec](#)

II Duties, responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Provides substantive and logistical support towards preparations for and implementation of the IGF annual meetings;
- Provides substantive follow-up and stock-taking work stemming from the annual IGF meetings;
- Supports the IGF intersessional activities;
- Supports stakeholder engagement of relevant stakeholders;
- Support IGF contributions to the World Summit on Information Society (WSIS+20) 20 year review by the UN General Assembly
- Provides substantive support on matters related to Internet governance.

- Provides substantive support to the Department on matters related to WSIS and Internet governance

More specifically, the JPO is required to perform the following tasks, among others:

- Provide substantive support to the Secretariat's contribution to the processes of the World Summit on the Information Society (WSIS), its renewal and any other relevant Internet governance initiative.
- Provide substantive support to the Department in the implementation of WSIS+20 outcomes in the following years particularly in areas that are relevant to promotion of ICTs, e-government and international collaboration
- Support the IGF Secretariat in preparing research papers, reports, briefing notes, talking points, draft statements, and other materials on matters related to the work of the IGF.
- Draft and update programme papers of the IGF annual meetings.
- Support preparing the IGF open consultations and meetings of the Multistakeholder Advisory Group (MAG) and support preparing its outputs.
- Support the IGF Secretariat in any new intersessional work required and requested by the MAG and broader IGF community after consultations.
- Support targeted stakeholder engagement in the annual IGF meeting and intersessional work.
- Support the Secretariat's efforts to improve the quality and format of the IGF outputs and outcomes to enhance the Forum's impact.
- Support quality and visibility of the IGF intersessional work preparations and outputs.
- Support communication and outreach activities to improve the visibility of the IGF;
- Support the IGF Secretariat in enhancing capacity development, including forging linkages with national, regional, and youth IGF initiatives.
- If necessary, travel and represent the IGF at relevant meetings of stakeholders in the Internet governance ecosystem.

III Training component: Learning elements and expectations

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

- Unique opportunity to work in the field of Internet Governance/Digital cooperation learning the issues and interacting with the stakeholders.
- Apply rules and procedures of multilateral cooperation in general and multi-stakeholder processes, in particular:
- Better understand Internet governance issues
- Draft position papers, studies, reports and summaries
- Better understand the role of all stakeholders (government, civil society, private sector in Internet governance arrangements)
- Exchange information and capabilities with participants in the IGF.

IV Supervision

Title of Supervisor:
Head of Office / Senior Programme Management Officer.

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.

In addition to the above, the JPO will meet periodically (bi-weekly preferred/or on mutual availability of the JPO and the supervisor) with the supervisor to keep him updated on the progress.

V Required Qualifications and Experience

Education:
Advanced university degree any of the following business/public administration, international relations, journalism, communication, management, computer and information science or a related field. A first-level university degree, in combination with four additional years of qualifying experience, may be accepted in lieu of the advanced university degree.

Working experience (incl. internships and volunteering):
A minimum of 2 years of relevant professional work experience in Internet governance related processes is required. Knowledge of issues on Information and Communication Technologies for development and current internet governance issues; excellent editing, writing and communication skills in the English language; and experience and strong knowledge on uses of new social media for public communication in international organizations

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.

Other skills:
Experience in the use of computers and proficiency in office software packages, good knowledge and experience in handling of web-based management systems.

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.

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.

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.

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 Internet Governance Forum (IGF) is one of the most significant outcomes of the World Summit on Information Society (WSIS), which was held in two phases in Geneva, 2003, and in Tunis, 2005. The IGF mandate stems from a request in paragraph 67 of the Tunis Agenda for the Information Society for the Secretary-General of the United Nations to convene a forum for multistakeholder Internet policy dialogue to discuss the main public policy issues related to Internet governance in order to foster the sustainability, robustness, security, stability and development of the Internet.
The IGF Secretariat was established in 2006 to support the carrying out of this mandate and is located at the United Nations Office at Geneva (UNOG), Switzerland and a related Trust Fund was set up under the responsibility of the Department of Economic and Social Affairs (DESA)/Division for Public Institutions and Digital Government and its activities are outlined in the IGF project document . The IGF Secretariat currently consists of seven (7) staff members, including one being JPO.

2025 brings with it unique challenges, with the IGF annual meeting set for June 2025, giving an abbreviated preparation period as well as the WSIS+20 review process and the renewal of the IGF's mandate due in 2025.

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=9

Applications must be received no later than **03 January 2025, 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.