


<h1>Vacancy announcement</h1>		
<h2>UN JPO Programme</h2>		
<h3>JPO in Political Affairs</h3>		
<i>Junior Professional Officer (JPO), Department of Political and Peacebuilding Affairs (DPPA) / Security Council Affairs Division (SCAD) / Security Council Practices and Charter Research Branch (SCPCRB)</i>		Closing date 13 January 2025 6 pm EST
<u>Vacancy Announcement # 24P391</u>		
I General information		
Title:	JPO in Political Affairs	
Sector of Assignment:	Political Affairs	
Country:	USA	
Location (City):	New York	
Agency:	United Nations Secretariat / Department of Political and Peacebuilding Affairs (DPPA), Security Council Affairs Division (SCAD), Security Council Practices and Charter Research Branch (SCPCRB)	
Duration of Assignment:	Initially 1 year (with possible extension for another year)	
Grade:	P2 step 1 in the first year	
Note: 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 31/12/1992		
II Duties, responsibilities and Output Expectations		
Within delegated authority, the Junior Professional Officer will be responsible for the following duties:		
<ul style="list-style-type: none"> • Maintain up-to-date knowledge of events relating to political issues, in general, and in particular as they relate to the countries and thematic mandates on the agenda of the Security Council; • Keep abreast of latest trends and developments in the Security Council and its subsidiary bodies and provide inputs on issues to senior officials and colleagues in missions and elsewhere in the Secretariat; 		

- Document the evolution of the practices and working methods of the Council and/or its subsidiary bodies and conduct research concerning measures to enhance the responsiveness of the Division to the needs of the Council;
- Conduct extensive research and analysis and draft, edit and revise studies for the Repertoire of the Practice of the Security Council;
- Contribute to other information products of the Security Council Practices and Charter Research Branch, as required;
- Maintain effective liaison with other UN departments, Member States, representatives of regional and nongovernmental organizations in connection with issues on the agenda of the Security Council;
- Assist the Secretary of Informal Working Group on Documentation and other Procedural Questions (IWG) in providing substantive support to those Committees;
- Prepare responses to queries on procedural and constitutional issues related to the Security Council from Member States, Secretariat officials, or the media;
- Research and drafts briefing notes, background papers and talking points for senior United Nations officials;
- Assist in the further development of the Division's data visualization dashboards and other analytical and visual products capturing the contemporary practice of the Security Council and its subsidiary bodies; and participate in the updating of the Division's databases and products on the Security Council website: www.un.org/securitycouncil;
- Assist in the maintenance and further development of the Division's website providing up to date information on the Security Council's work;
- Assist, as appropriate, in the instruction and training of junior professionals and General Service staff;
- Perform other duties as required.

III Training component: Learning elements and expectations

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

- Draft reports and related substantive material to applicable UN standards for senior officials within the Organization.
- Through research and analysis, provide substantive support to Council members, particularly the ten elected members. Some of these delegations, particularly those representing developing countries, are small and therefore appreciate any assistance and training that the Secretariat can provide;
- Monitor and assess the evolution of the practices of the Security Council with database management and web posting;
- Gain further experience in the visualization of data and the analysis of trends relating to the work of the Security Council;
- Propose ways in which the Branch can be more responsive to the needs of the Security Council and its subsidiary bodies.
- Provide substantive support subsidiary bodies of the Security Council;

- Draft reports and related substantive material for the Security Council, its subsidiary bodies and the Repertoire;
- Appreciate the roles played by the Security Council, the Sanctions Committee, the Informal Working on Documentation and Other Procedural Questions, the Panels of Experts, and the UN Secretariat;
- Conduct research and analysis on the practice of the Security Council.

IV Supervision

Title of Supervisor:

Senior Political Affairs Officer, Security Council Practices and Charter Research Branch (SCPCRB) within the Security Council Affairs Division

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 economics, law, public administration or other related area. A first-level university degree in combination with two 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 work experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area.

Experience researching, drafting, and editing complex documents for publication is highly desirable.

Experience with data and political analysis and visualization is highly desirable.

Experience in database and website management is desirable.

Experience in working with and/or knowledge of the United Nations, its agencies or relevant international organizations is desirable.

Good knowledge of the mandates and activities of the United Nations Security Council is an asset.

Languages:

English and French are the working languages of the UN Secretariat. For this position, excellent drafting skills in the English language is required. Knowledge of an additional official language of the United Nations is an asset.

Other skills:

Data management and visualization skills (Power BI, Tableau, or similar software) are highly desirable.

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.

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

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 Security Council Affairs Division consists of three Branches and the JPO will be deployed to the Security Council Practices and Charter Research Branch (SCPCRB) during his/her assignment.

The Security Council Practices and Charter Research Branch is the advisory and research arm of SCAD. Its core functions are to prepare the Repertoire of the Practice of the Security Council, mandated by General Assembly resolution 686 (VII) of 5 December 1952; to provide guidance and information on Council practice/procedure to Member States, the Secretariat, NGOs and academics; the substantive servicing of the Security Council Informal Working Group on Documentation and Other Procedural Questions; familiarization of new Council members on the evolving practice and working methods of

the Council and is the focal point on issues related to Security Council reform. In line with its General Assembly mandate, the Security Council Practices and Charter Research Branch is the sole, authoritative repository of Security Council data and the leading team within DPPA in data analysis and visualization products concerning all matters relating to the Security Council.

The Security Council Secretariat Branch provides substantive support and coordinates Security Council activities, including official Council meetings, informal consultations and missions to the field. The Branch liaises with, and provides advice to, the President of the Security Council, members of the Council and non-Council members; ensures the issuance and/or preparation of parliamentary documentation as well as dissemination of informal communications to Council members and maintains the Security Council's website. The Branch also provides administrative support for several working groups established by the Council. Among other documents, the Branch drafts the Security Council's Annual Report to the General Assembly. The Branch advises the EOSG and other senior UN officials on the work of the Security Council through regular summaries and provides background notes and assessments on issues meriting the attention of the Secretary-General.

The Security Council Subsidiary Organs Branch provides substantive support and guidance to the sanctions committees and Working Groups established by the Council which, inter alia: deal with conflict and post conflict situations, threats caused by international terrorism and threats caused by proliferation of unconventional weapons, etc. The Branch assists in the preparation of documentation; maintains effective liaison with Committee bureaux, Permanent Missions, regional and non-governmental organizations; assists in the execution of the decisions of the Committees, including by preparing Committee correspondence and coordinating efforts by national authorities and regional organizations in implementation of Security Council resolutions; and maintains archives and institutional memory of the relevant bodies. The Branch also provides substantive and logistical support to the distinct expert mechanisms established by the Council to monitor its sanctions regimes. Those tasks include: identifying and recruiting suitable candidates to serve on these bodies, maintaining a roster of vetted candidates; providing substantive support and political advice to the experts. In the area of fair and clear procedures for individuals and entities inscribed on sanctions lists, the Branch also carries out the functions associated with the focal point delisting process and provides substantive support to the Office of the Ombudsperson.

The responsibilities of the Security Council Affairs Division include, but are not limited, to the following:

- a) Providing substantive support and secretariat services to the work of the Council, including open meetings and informal consultations of the whole, as well as subsidiary bodies of the Council and working groups;
- b) Liaising with, members and non-members of the Security Council and other departments and offices in the Secretariat, as well as with other organs and bodies of the United Nations system;

- (c) Preparing daily summaries of the Council's activities for the Executive Office of the Secretary-General, the Under-Secretary-General for Political Affairs and other senior UN officials;
- (d) Processing and issuing reports of the Secretary-General and communications received from the Secretary-General and Member and non-members States as official document of the Security Council;
- (e) Handling and issuing a list of official correspondence and communications received from non-governmental organizations and individuals relating to matters of which the Security Council is seized and in accordance with the appendix to the provisional rules of procedure of the Security Council;
- (f) Providing substantive support and secretariat services to Security Council Sanctions Committees and other subsidiary bodies, including expert sanctions panels/monitoring groups;
- (g) Drafting reports of subsidiary bodies to the Security Council, as required;
- (h) Preparing analysis and assessments of questions relating to the work of the Security Council subsidiary bodies;
- (i) Timely maintenance of all webpages related to the work of the Security Council and its subsidiary organs, including lists of individuals and entities designated by the relevant Committee as being subject to targeted sanctions;
- (j) Monitoring developments in the area of sanctions, including those relating to Article 50 of the Charter;
- (k) Providing contributions to other departments and offices on issues related to the work of relevant subsidiary bodies of the Security Council;
- (l) Processing communications and applications received from States and organizations in connection with matters falling within the purview of the subsidiary body concerned

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 **13 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.