


Vacancy announcement		
UN JPO Programme		
JPO in Digital Cooperation & Technology		
United Nations / Office for Digital and Emerging Technologies (ODET)		
		Closing date 20 April 2025 6 pm EST
<u>Vacancy Announcement # 25P125</u>		
I General information		
Title:	JPO in Digital Cooperation & Technology	
Sector of Assignment:	Programme Management	
Country:	Year 1: USA, Year 2: Switzerland	
Location (City):	Year 1: New York, Year 2: Geneva	
Agency:	United Nations / Office for Digital and Emerging Technologies (ODET)	
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 candidates with Finnish citizens. Candidates must be max. 32 years old at the time of the application/closing date (<i>i.e. born on or after 21/04/1992</i>)		
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">• Supports ODET’s AI workstreams with a view to strengthen international and multi-stakeholder cooperation on governing artificial intelligence, such as through supporting intergovernmental processes related to (a) the establishment of a multidisciplinary Independent International Scientific Panel on AI and (b) the initiation of a Global Dialogue on AI Governance, as well as the creation of an (c) innovative voluntary financing options for AI capacity-building.• Promotes the Office’s multi-stakeholder approach and strengthens linkages with other international AI governance initiatives.• Strengthens the interface between AI governance and AI for development, such as supporting ODET’s work on AI for the SDGs and AI capacity development, with a view to build capacity in low- and middle-income countries.• Creates synergies between Geneva-based and New York-based based processes on digital cooperation, including in the context of ODET-led AI Governance Workstreams, the Global Digital Compact implementation, and the WSIS+20 Review.		

- Enhances engagement and consultation with key Geneva-based stakeholders including UN agencies, international organizations, forums and entities, private sector, academia, the technical community and civil society.
- Enables effective participation of international Geneva-based institutions, forums and activities in the follow-up and implementation of the Global Digital Compact, as well as ODET-led AI Governance workstreams.
- Supports outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Serves as an advocate for digital cooperation, including on human rights.
- Researches, analyzes and presents information on the issue of digital technology and emerging technology issues of relevance for the Organization gathered from diverse sources.
- Provides up-to-date expertise and support on issues related to digital cooperation, as covered by Global Digital Compact and the UN Secretary-General's Roadmap for Digital Cooperation.
- Organizes and prepares written outputs, e.g. speeches and statements, draft background papers, analysis, sections of reports and studies, report on meetings and events, inputs to publications, relevant communications material etc.
- Performs other duties as required.

III Training component: Learning elements and expectations

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

- Developed understanding and expertise with digital cooperation and emerging technology issues
- Strengthened writing, political analysis and reporting skills in producing work products for use by senior UN officials
- Managed projects and programmes related to digital cooperation, including necessary substantive engagement, outreach and coordination with relevant stakeholders.

IV Supervision

Direct Supervision by:

Year 1: Senior Programme Management Officer (New York); Year 2: ODET Coordination Unit (Geneva)

Title of Supervisor:

Senior Programme Management Officer; Relevant ODET Coordination 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. The work plan should contain specific elements addressing the interaction of Geneva-based and New York-based processes.

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, public administration, business administration, commerce, engineering, law or a related field.

Working experience (incl. internships and volunteering):

A minimum of 2 years of relevant work experience in international relations, public diplomacy or public relations is required. Experience working on digital technologies, frontier technologies or digital cooperation-related issues is highly desirable. Experience working with the United Nations or other international organizations is desirable. Experience working with a grassroots, civil society organization and/or start-up work environment in a developing country is desirable. Experience coordinating diverse stakeholders, including government entities, civil society organizations, private sector entities, and the scientific community will be an advantage.

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;

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.

VII How to apply

Applicants should submit their application electronically directly to the Organization.

Please apply **online** via

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

Applications must be received no later than **20 April 2025, 6.00 pm (Eastern Standard 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

VI Background information on Agency/Department/Section

The position is located in the United Nations Office for Digital and Emerging Technologies (UNODET). UNODET was established on 1 January 2025, with a mandate to: (a) advise the senior leadership of the United Nations on key trends in technology, so as to guide the strategic approach taken by the Organization on such issues; (b) serve as advocate and focal point for digital cooperation, through engagement with Member States, the technology industry, civil society and other stakeholders; (c) facilitate multi-stakeholder policy dialogue on digital and emerging technologies; (d) strengthen system-wide coordination within and across the United Nations system on digital and emerging technologies; (e) support the follow-up and implementation of the Global Digital Compact (A/RES/79/1 Annex 1).

Through the Under-Secretary-General and Special Envoy for Digital and Emerging Technologies, UNODET also leads the implementation of the Secretary-General's vision on digital cooperation by working closely with various UN entities and multi-stakeholder groups, facilitating dialogue to accelerate global digital cooperation, seizing on the opportunities that are presented by technology – while mitigating the risks – so that progress towards achieving the Goals by 2030 can be made collectively, as well as carrying out other related duties and responsibilities assigned by the Secretary-General, including follow up actions from the Secretary-General's Roadmap for Digital Cooperation and the report "Our Common Agenda".