

# Vacancy announcement

UN JPO Programme

JPO in Programme Administration

*United Nations Office for Outer Space Affairs (UNOOSA)/  
Committee, Policy and Legal Affairs Section*



**Closing date**  
**9 August 2024**  
**11:59pm KST**

## Vacancy Announcement # 23P080

### I General information

<b>Title:</b>	JPO in Programme Administration
<b>Sector of Assignment:</b>	Legal, policy and secretariat services functions
<b>Country:</b>	Austria
<b>Location (City):</b>	Vienna
<b>Agency:</b>	United Nations United Nations Office for Outer Space Affairs (UNOOSA)/ Committee, Policy and Legal Affairs Section
<b>Duration of Assignment:</b>	The initial appointment is for 1 year, renewable based on performance and availability of funds.
<b>Grade:</b>	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 the Republic of Korea and is addressed exclusively to candidates with the Korean citizenship.

For general information on the Korean JPO Program and additional conditions see the following website:

<https://UNrecruit.mofa.go.kr>

### II Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties: The JPO shall work on a range of administrative related issues relating to outer space and will serve as a member of the team responsible for servicing the Committee on the Peaceful Uses of Outer Space, the Scientific and Technical Subcommittee, the Legal Subcommittee and their subsidiary bodies. In addition, the JPO will support the Office's activities on capacity-building in space law and policy, including the Space Law for New Space Actors project, as well as other events implemented by the Section. The duties of the JPO would include the following :

- (a) assisting in the preparation for and provision of secretariat services during the above-mentioned intergovernmental bodies, including document processing, accreditation and room allocation for, and assisting in and coordinating the organization of special symposia and presentations at these bodies;
- (b) drafting and editing donor reports, concept notes and press releases;
- (c) assisting supporting the actions of the Office under its capacity-building programme, on space law and policy, including organizational and logistical arrangements;
- (d) monitoring and analyzing and keep track of key performance indicators relevant to the work of the section;
- (e) assist in the organization of special events, displays and exhibitions relating to the work of the Office and the Committee; the United Nations and application of space technology for developmental purposes;
- (f) maintaining databases relating to international, regional and national legal instruments on outer space;
- (g) assisting the implementation of activities under Space2030 Agenda; and

any other duties as may be necessary to support the work of the Office.

In performing his/her duties, the JPO is expected to interact and liaise with representatives of Member States and space -related entities and in time, supervise interns recruited from all over the world and assigned to the Office on a temporary basis, in carrying out tasks related to the responsibilities assigned to the JPO.

### III Training component: Learning elements and expectations

On completion of the assignment, the JPO will ...

- Have gained a substantive and comprehensive understanding of the main issues relating to activities in outer space, including having become familiar with the legal instruments and principles governing such activities;
- Have gained a substantive knowledge and understanding of the benefits of the applications of space technology for human development, as well as the numerous projects undertaken to promote such applications under the auspices of the Office for Outer Space Affairs;
- Have gained experience in maintaining donor relationship and to report financially on the outcomes in terms of project management;
- Be able to confidently interact at an international diplomatic level with representatives of member States, international intergovernmental and non-governmental organizations and space-related associations and industry; and
- Be able to organize events, including intergovernmental meetings and capacity building events relating to activities in outer space.

### IV Supervision

**Title of Supervisor:**

Chief, Committee, Policy and Legal Affairs Section

**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 his work plan. The final work plan will be discussed and mutually agreed between the JPO and his/her supervisor.

**Evaluation:**

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance.

### V Required Qualifications and Experience

**Education:**

Advanced university degree (Master's degree or equivalent) in business administration, management, political science, law, social sciences and economics or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

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

A minimum of 2 years of relevant work experience programme or project administration, technical cooperation or related area, as well as in organizing events. Experience working with UMOJA, and in reviewing programme budgets, is highly desirable.

**Other skills:** Full proficiency in standard word processing applications, particularly MS Word, PowerPoint; basic skills in using and populating databases and desktop publishing applications will be considered an asset.

**Languages:**

English and French are the working languages of the UN Secretariat. For this position, fluency in English with excellent writing and editing skills is required. Knowledge of another UN official languages 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**

This position is located in the United Nations Office for Outer Space Affairs (UNOOSA). UNOOSA implements the programme on the peaceful uses of outer space, which works to bring the benefits of space to humankind by promoting international cooperation in space activities.

The main responsibilities carried out by the Office under the programme are: to serve as the secretariat to the Committee on the Peaceful Uses of Outer Space and its subsidiary bodies, as executive secretariat to the International Committee on Global Navigation Satellite Systems and its Providers' Forum and as the secretariat to the Space Mission Planning Advisory Group; to implement the United Nations Programme on Space Applications and the Programme on the United Nations Platform for Space-based Information for Disaster Management and Emergency Response; to maintain the Register of Objects Launched into Outer Space; and to discharge the responsibilities of the Secretary-General under the United Nations Treaties and Principles on Outer Space and related resolutions.

## **VII General requirements for the JPO Programme of the Republic of Korea**

- Korean citizenship
- Fluency in Korean and English language
- Completed advanced university degree (master's degree or equivalent). A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
- Not older than 32 years of age as of 31st December of 2024 (Born on or after Jan. 1, 1992) (The maximum age limit for those who served in the military will be extended accordingly\*)
- Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.

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- one year will be extended for those who served for less than one year
- two years will be extended for those who served for more than one year and less than two years
- three years will be extended for those who served for two years or more

## VIII How to apply

Applicants should submit their application electronically directly to the Organization.

**All documents should be in English.**

Candidates for this position apply **online** via the Online Application System (OAS)\* portal link provided on <https://owa.undesa.it/oasrok/>

\*Please also make sure to review the guidelines on [how to apply](#) in the Online Application System (OAS).

Applications must be received no later than **9 August 2024 (11:59pm KST)**.

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

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

## IX Required application documents (only complete applications will be considered)

- The completed United Nations Personal History Profile with motivation letter in English (to be completed in the OAS interface)
- A scanned copy of applicant's Resident Register in English
- A copy of the university degree (Bachelor's/ Master's degree) certificate in English
- A certificate of English language proficiency test certificate. Please note that test scores are valid for 2 years after the test date. Applicants should score a minimum of
  - (1) TOEFL iBT 100 or
  - (2) TEPS 430 or
  - (3) IELTS 7 or
  - (4) TOEIC 900
  - TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted
  - IELTS General Training and Academic test are both accepted
- Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the military service law.
- Only for low-income applicants: A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation.
- Only for applicants with disability: A scanned copy of applicant's certificate of person with disability issued in Korean and English

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]