


Vacancy announcement		
UN JPO Programme		
JPO in Political Affairs (Disarmament)		
United Nations Office for Disarmament Affairs (ODA), Science, Technology and International Security Unit (STU)		
		<b>Closing date</b> <b>1 August 2025</b> <b>11:59pm KST</b>
<b><u>Vacancy Announcement # 24P052</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 Office for Disarmament Affairs (ODA), Science, Technology and International Security Unit (STU)	
<b>Duration of Assignment:</b>	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.	
<b>Grade:</b>	P2 step 1 in the first year, P2 step 2 in the second year	
<b>Note:</b> 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: <a href="https://unrecruit.mofa.go.kr">https://unrecruit.mofa.go.kr</a>		
<b>II Duties, Responsibilities and Output Expectations</b>		
Under the supervision of the Head of Science and Technology Unit, the JPO as required will: <ul style="list-style-type: none"><li>• Review and monitor developments in artificial intelligence in the context of international peace and security as well as other areas of emerging technology assigned to the Unit, as required;</li><li>• Assess status of subregional, regional and global processes as well as trends which might affect geo-political conditions, in particular in relation to the design, development, deployment and use of military artificial intelligence.</li><li>• Prepare talking points, background notes, papers and correspondence for United Nations officials on relevant matters of concern;</li><li>• Participate in the organization and supervision of Secretariat services required by the General Assembly and to other committees and bodies related to its work;</li><li>• Provide up-to-date information to officials regarding substantive political matters;</li><li>• Maintain contacts and collaborate with other offices and departments within the United Nations, other international organizations and governments on assigned area of work;</li><li>• Participate in conferences, seminars and academic fora related to the assigned area of work;</li><li>• Draft plans for projects and participate in the activities of implementation;</li><li>• Perform other related duties as required.</li></ul>		
<b>III Training component: Learning elements and expectations</b>		

On completion of the assignment, the JPO will have/be able to show competence in several of the following areas:

- Understanding of the workings of the United Nations, substantive knowledge of the work of the Organization in the field of science and technology matters, in particular the developments in artificial intelligence in the context of international peace and security.
- Understanding of the complex political and security implications of arms control and disarmament, as well as intergovernmental processes.
- Substantive and logistical preparations for international events, workshops and conferences.
- Development of political analyses and assessments.
- Formulation of policy advice.
- Servicing of multilateral meetings.
- Working effectively in an inter-agency context.

## IV Supervision

### **Title of Supervisor:**

Head, Science, Technology and International Security Unit

### **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.

The JPO will also benefit from regular coaching and induction on specific technical and substantive aspects relating to the field of work.

## V Required Qualifications and Experience

### **Education:**

Advanced university degree in political science, international relations, international economics, law, public administration or 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):**

Minimum of two years of work experience in political sciences, international relations, law, multilateral disarmament and non-proliferation, security or related area is required. Experience with intergovernmental processes is desirable. Experience with science and technology matters in the context of international peace and security is 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 Science, Technology and International Security Unit (STU) of the United Nations Office for Disarmament Affairs (UNODA).

The STU advises both the Office of the High Representative and the Office of the Director on scientific and technological issues in the context of international security and on other strategic issues, including those relating to autonomous weapons, artificial intelligence, uncrewed aerial vehicles, information communication technologies as well as normative and analytical research activities, in support of the Secretary-General's priorities related to disarmament. The Unit is also responsible for the preparation of political analyses and substantive background notes on a broad range of initiatives and topics, as well as on salient cross-cutting issues. Furthermore, the Unit serves as a liaison on programmatic issues with other Secretariat offices and collaborates on the preparation of substantive assessments and inputs to reports to intergovernmental and oversight bodies.

The JPO will support the overall work of STU, with a particular focus on matters related to developments in artificial intelligence in the context of international security as well as other areas of emerging technology assigned to the Unit, as required. The JPO is expected to support, inter alia, the Unit's needs to address responsible design, development, deployment, and use of artificial intelligence in the military domain and the implications of this technology to international peace and security, as well as the inter-agency coordination and working groups on artificial intelligence.

## **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 2025 (Born on or after Jan. 1, 1993) (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 **1 August 2025 (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 copy 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.]