

Vacancy announcement

UN JPO Programme

JPO in Programme Management

United Nations

Department of Economic and Social Affairs (DESA)/Office of Intergovernmental Support and Coordination (OISC)/NGO Branch



Closing date
9 August 2024
11:59pm KST

Vacancy Announcement # 24P127

I General information

Title:	JPO in Programme Management
Sector of Assignment:	Economic and Social Affairs, NGO Liaison and Support
Country:	USA
Location (City):	New York
Agency:	United Nations Department of Economic and Social Affairs (DESA)/Office of Intergovernmental Support and Coordination (OISC)/NGO Branch
Duration of Assignment:	The initial appointment is for 1 year, renewable based on performance and availability of funds.
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 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

Under the supervision of the Chief of the NGO Branch, the Junior Professional Officer will be responsible for the following duties:

1. Assist in the preparation and servicing of the informal, regular and resumed sessions of Committee on NGOs, in particular:
 - Review of applications of non-governmental organizations for consultative status with the United Nations Economic and Social Council (ECOSOC);
 - Review of quadrennial reports presented by non-governmental organization in special and general consultative status with ECOSOC;
 - Provide secretariat services during the informal, regular and resumed sessions of the Committee as well as consultations of the Committee with NGOs in consultative status;
 - Assist in the preparation of the formal reports of the Committee on NGOs and other summaries as required.
2. Conduct research, including gathering background information and materials for the compilation and preparation of reports and studies, as needed:
 - Conduct research and analysis on civil society engagement in sustainable development policy and action at the national and international level and present briefings, reports on the issues as needed;
 - Attend and provide support to relevant meetings and events in the United Nations on issues involving non-governmental organizations, as deemed necessary by the supervising officer, and prepare summaries of those events;
 - Draft articles, speeches, letters and other documents and translate such documents into languages known or spoken by the candidate.

3. Assist in providing support to non-governmental organizations applying for or in consultative status with ECOSOC:

- Assist in outreach efforts to NGOs including webinars on ECOSOC consultative status;
- Support the engagement of NGOs in the work of ECOSOC, and its subsidiary bodies and contribute to their registration processes in UN forums as required;
- Participate in the initiatives of the Branch to enhance NGO participation in the work of the United Nations.

III Training component: Learning elements and expectations

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

- Understand and articulate the formal framework governing the establishment of ECOSOC consultative status to NGOs and relevant intergovernmental processes.
- Understand and articulate the role and contribution of NGOs to the work of the United Nations and the implementation of UN priorities including 2030 Agenda
- Understand and articulate the role and the work of the Committee on NGOs
- Contribute to research and analysis in the area of NGO accreditation and their engagement in the work of the United Nations and the implementation of important UN priorities including the 2030 Agenda.
- 5. Have an understanding of the NGO community and its main components.

IV Supervision

Title of Supervisor:

Chief, NGO Branch

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 in the field of international affairs, economic and social development, political science, law, or other relevant fields. 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 two years' experience is desirable preferably in policy, political or related research fields. Experience working with the UN is desirable. Experience working with NGOs is also desirable.

Other skills: Proficiency in Microsoft Office applications.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language, preferably French, is an advantage.

UN competencies:

PROFESSIONALISM: Knowledge of the work of the United Nations and the role of non-governmental organizations; 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.

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.

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 right of non-governmental organizations (NGOs) to participate in the work of the United Nations is enshrined in the United Nations Charter. Article 71 of the Charter mandated the Economic and Social Council to make arrangements for consultation with non-governmental organizations which are concerned with matters within its competence. The Committee on Non-Governmental Organizations was established by ECOSOC in 1946, and is responsible for considering applications for consultative status submitted by NGOs in line with ECOSOC resolution 1996/31 and monitoring the relationship between NGOs and the United Nations. The Committee therefore serves as an important entry point for NGOs seeking to engage with the United Nations. Consultative status allows NGOs and civil society actors to engage with, participate in and contribute to the policy and decision-making processes of the United Nations.

The NGO Branch is part of the Office of Intergovernmental Support and Coordination for Sustainable Development (OISC), a Division of the Department of Economic and Social Affairs (DESA) of the United Nations. The Branch serves as the Secretariat for the Committee on Non-Governmental Organizations, in undertaking its responsibility in recommending the granting of consultative status with ECOSOC and monitoring the work of NGOs in consultative status with ECOSOC. As the Secretariat to the Committee, the Branch conducts an initial review of all the applications for consultative status submitted by NGOs to ensure that they align with the requirements of ECOSOC Resolution 1996/31 and processes all the documentation required by the Committee during its sessions. The Branch provides secretariat services the Committee during its formal and informal sessions. This includes facilitating the communication between the Committee and NGOs whose applications and reports are being considered and preparing the Reports of the Committee for submission to ECOSOC. In addition, the Branch organizes the consultations of the Committee on NGO with NGOs in status. The Branch manages the iCSO database to facilitate communications with NGOs and the paperless document and record management and retrieval system, called the Paperless Committee, through which the Committee reviews all applications. Within DESA, the Branch assists in facilitating NGO participation and registration to the many subsidiary bodies of ECOSOC such as the High-Level Political Forum on Sustainable Development, the Commission for Population and Development, the Commission on Sustainable Development, the UN Forum on Forests, and the Permanent Forum on Indigenous Issues and other UN events including the High-level meetings of the General Assembly.

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.

*

- 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.]