

Vacancy announcement

UN JPO Programme

JPO in Data, Digital and Innovation Partnerships

*United Nations
Executive Office of the Secretary-General (EOSG)/
Strategic Planning & Monitoring Unit*



Closing date
9 August 2024
11:59pm KST

Vacancy Announcement # 24P130

I General information

Title:	JPO in Data, Digital and Innovation Partnerships
Sector of Assignment:	Programme Management
Country:	USA
Location (City):	New York
Agency:	United Nations Executive Office of the Secretary-General (EOSG)/ Strategic Planning & Monitoring Unit
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 Deputy Director and within the framework of the Strategic Planning and Monitoring Unit, the JPO:

- Collaborating with UN departments and agencies, funds and programmes to define, prioritize, and develop projects in line with the Secretary-General's vision of a "UN 2.0".
- Designing UN 2.0 system-wide capability assessments and capacity building partnerships.
- Providing reports to UN leadership and other key stakeholders on the status of major initiatives on data, digital, innovation, science, and strategic foresight.
- Providing analytical input to executive decision-making & system-wide priority setting.
- Expanding and monitoring the implementation of innovation-related partnerships, tracking requests and deadlines, managing bottlenecks and developing new modalities for their implementation.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have gained insights, knowledge and expertise to help him/her:

- Understand data-driven strategic analysis, planning and decision-making in a multilateral context
- Develop analytical products for senior management
- Develop and implement strategic partnerships in the innovation field
- Present, draft, coordinate and network for results in an international organization

IV Supervision

Title of Supervisor:

Deputy Director, Strategic Planning & Monitoring Unit

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, operations, data science, public administration, economics, political or other social sciences is required. 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 in project management (ideally data/digital/science or tech focused), management/strategy consulting, digital transformation, technology advisory, operations, or project implementation is required.

Strong project management and organizational skills are required;

Strong presentation, communication, and attention to detail skills are required;

Other skills: Experience working with Microsoft PowerBI, Tableau, R, Python, SQL, and/or Microsoft PowerPoint is highly desirable; Analytics and digital skills are highly desirable; Experience in strategy consulting 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 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 AND 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 position is located in the Strategic Planning and Monitoring Unit of the Executive Office of the Secretary-General of the United Nations. The JPO will report to the Director of the Unit through the Deputy Director.

The Secretary-General's "Our Common Agenda" sets out his vision for more inclusive, networked, and effective multilateralism better suited to our interconnected world in which no community or country can solve its challenges alone.

Core to his vision is building a "UN 2.0" that remains relevant and effective in the 21st century. A 'quintet of change' agendas is catalyzing this push towards a UN 2.0: Data Strategy, Innovation Agenda, Digital Transformation Strategy, a Strategic Foresight Agenda, and a Behavioural Science Agenda. Transformation initiatives are underway to build an ecosystem where each of these capabilities are more readily available to inform decision-making, including at the most senior levels of the organization.

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.]