


Vacancy announcement		
UN JPO Programme		
JPO in Programme Management		
United Nations Department of Operational Support (DOS), Office of the Under-Secretary-General (OUSG), Strategic Support Team		
		Closing date 1 August 2025 11:59pm KST
<u>Vacancy Announcement # 24P207</u>		
I General information		
Title:	JPO in Programme Management	
Sector of Assignment:	Programme Management	
Country:	USA	
Location (City):	New York	
Agency:	United Nations Department of Operational Support (DOS) / Office of the Under-Secretary-General (OUSG), Strategic Support Team	
Duration of Assignment:	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.	
Grade:	P2 step 1 in the first year, P2 step 2 in the second 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 supervision of the Section Chief, the JPO will:		
Contribute to the development, coordination and monitoring of department-wide initiatives, working with the Department’s international clients, including peacekeeping missions, special political missions and other Secretariat entities. In particular, the JPO will:		
<ul style="list-style-type: none">• Help prepare high quality written outputs, including draft background papers and analysis, preparation of statements and speeches to be given by the USG, background papers on cross-cutting policy and operational issues within the department. Provides administrative and substantive support, through monitoring strategic support issues and operational requirements, contributing to the strategic direction of the Department;• Contribute to the development, implementation and evaluation of programmes/projects, including planning USG missions, by coordinating and preparing briefing materials, reporting on outcomes, and ensuring follow-up on recommendations;• Contribute to Departmental policy development by helping to review and analyze issues and trends, prepare evaluations or other research activities and studies, liaising with senior UN officials and senior staff of other departments, other sectors of the UN, other international organizations and governments as required;• Coordinates with all relevant Departments, other UN entities, other international organizations and representatives as required;• Perform other duties as required within the remit of the team’s responsibilities.		

III Training component: Learning elements and expectations

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

- Contribute to high-level decisions for enabling United Nations mandate delivery across the global operational support portfolio, including UN peace missions and headquarter activities;
- Participated in various meetings, events, and panels focused on global support issues in the Secretariat Directly contribute to the monitoring, development, implementation and evaluation of programmes/projects;
- Assess trends and patterns in operational support and advise senior management on immediate issues.

IV Supervision

Title of Supervisor:

Section Chief, Strategic Support Team

Content and Methodology of Supervision:

Establishment of a Work Plan:

During the first month of the assignment, the 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 and used as the basis for continuous performance management.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. The system is based on an agreed work plan and regular performance discussions as well as bi-annual performance reviews. The JPO can count on weekly meetings with the supervisor and a quarterly performance dialogue.

V Required Qualifications and Experience

Education:

An advance-level university degree in business administration, public administration, management, economics, or a related field. A first-level university degree in combination with additional qualifying experience may be accepted in lieu of the advanced university degree.

Work experience (incl. internships and volunteering):

A minimum of two years of experience in project or programme management, management consulting, finance, administration or related area in the private or public sector. Field experience is an advantage.

Languages:

Fluency in one of the working languages of the UN Secretariat. For this duty station, English (both oral and written) is required. Knowledge of another UN official language such as French is an advantage.

Other Skills:

Ability to rapidly learn the thematic and institutional context in order to target outputs for greatest impact. Highly proficient in writing and communication.

UN competencies:

PROFESSIONALISM: Is able to identify issues, analyze and participate in their resolution through quantitative and qualitative input; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

COMMUNICATION: Speaks and writes clearly; Listens to others, correctly interprets messages 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.

TEAM WORK: 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

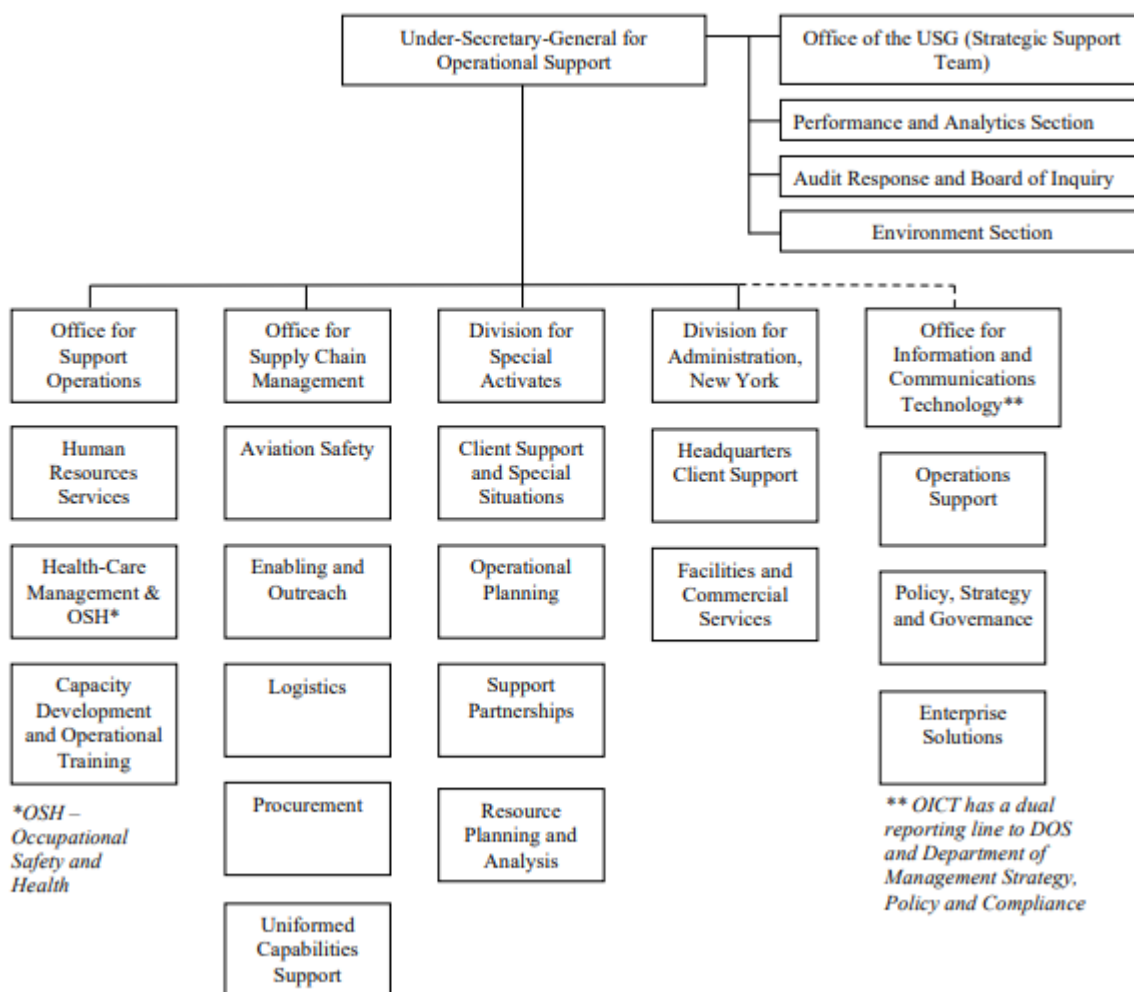
The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

VI Background information on Agency/Department/Section

The Department of Operational Support (DOS) provides operational support to all UN Secretariat entities, including advisory, operational and transactional support services and, where needed, exercises delegated authority on behalf of clients. DOS supports the entire UN Secretariat, consisting of almost 100 entities located around the globe. DOS is a new department and was established on 1 January 2019 as part of the Secretary-General's Management Reform approved by Member States in mid-2018. DOS plays a key part in supporting a United Nations that is more agile, effective, transparent, accountable, efficient, pragmatic and decentralized to better support its organizational and operational activities.

Within the Office of the Under-Secretary-General (USG), the Strategic Support Team (SST) is responsible for overseeing the operational performance of DOS units, providing support and advice contributing to decision-making by senior management, identification of opportunities for operational enhancements and supporting the process for innovation projects.

Organigramme (basic):



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.

*

- 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.]