


Vacancy announcement		
UN JPO Programme		
JPO in Political Affairs		
United Nations Department of Peace Operations (DPO), United Nations Liaison Office for Peace and Security (UNLOPS)		
		<b>Closing date</b> <b>1 August 2025</b> <b>11:59pm KST</b>
<b><u>Vacancy Announcement # 24P317</u></b>		
<b>I General information</b>		
<b>Title:</b>	JPO in Political Affairs	
<b>Sector of Assignment:</b>	Political Affairs	
<b>Country:</b>	Belgium	
<b>Location (City):</b>	Brussels	
<b>Agency:</b>	United Nations Department of Peace Operations, United Nations Liaison Office for Peace and Security (UNLOPS)	
<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>		
Within delegated authority, the Junior Professional Officer will be responsible for the following duties:		
<ul style="list-style-type: none"><li>• Reporting to the Head of the UN Liaison Office for Peace and Security (UNLOPS) in Brussels, in close consultation with headquarters, the selected candidate will assist UNLOPS in engaging with the European Union, NATO and other multilateral organizations on peacekeeping, crisis management, conflict prevention and political affairs,.</li><li>• Assist the Head of Office in liaising with the EU on all aspects relevant to EU support for UN operations, including the planning and deployment of EU and/or joint peacekeeping operations and support for special political missions, as well as support to conflict prevention and political affairs;</li><li>• Help facilitate communication and provide support for DPO, DPPA and DOS engagement and institutional dialogue with key EU institutions and actors;</li><li>• Monitor and report on EU and NATO policies, initiatives and processes relevant to the partnership with the UN in the area of peacekeeping and peace and security more broadly;</li><li>• Undertake the development and implementation of joint activities and projects to improve EU and NATO knowledge and understanding of UN structures, peacekeeping and special political missions, conflict prevention and crisis management initiatives, including through lessons learned exercises and support, joint training initiatives, knowledge sharing, and other means, in cooperation with DPO/DPET;</li><li>• Provide information, guidance and analysis, and respond to requests from Headquarters and the field relating to EU crisis management, mediation and prevention capabilities and procedures;</li><li>• Maintain close working relations with UN agencies, funds and programmes located in Brussels that engage with the EU;</li><li>• Draft reports, background briefs, talking points, correspondence, speeches and other communications products as required;</li></ul>		

<ul style="list-style-type: none"> <li>• Provide background information, logistics and representational support to DPO, DPPA and DOS and senior field staff visiting Brussels as required;</li> <li>• Respond to queries on UN work relating to peacekeeping and crisis management, conflict prevention, mediation, both at the headquarters and mission levels.</li> </ul>
<b>III Training component: Learning elements and expectations</b>
<p>On completion of the assignment, the JPO will</p> <ul style="list-style-type: none"> <li>• Be knowledgeable about the key issues related to DPO, DPPA and DOS mandates and activities;</li> <li>• Gain insight into the United Nations, the EU, NATO and its functions as related to their mandate of maintaining international peace and security;</li> <li>• Have developed contacts with officials in UN departments at UNHQ, and representatives of Member States, regional and nongovernmental organizations in Brussels;</li> <li>• Be able to draft briefing notes, talking points and other material for senior UN officials' use.</li> <li>• Become very familiar with UN, EU and NATO relations, as well as their procedures.</li> </ul>
<b>IV Supervision</b>
<p><b>Title of Supervisor:</b> Head of Office</p> <p><b>Content and Methodology of Supervision:</b> Daily interaction on assignments between the JPO and her/his supervisors, UN performance appraisal (start of assignment; mid-point review; final assessment, on an annual basis).</p> <p><b>Establishment of a Work Plan</b> 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.</p> <p><b>Evaluation</b> The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.</p>
<b>V Required Qualifications and Experience</b>
<p><b>Education:</b> Advanced University degree (Master's Degree or equivalent) in Political Science, International Relations, Public Affairs, Law or other related field. A first level university degree with a combination of relevant academic qualifications and experience may be accepted in lieu of the advanced university degree.</p>
<p><b>Work experience (incl. internships and volunteering):</b> At least two years of relevant experience in international affairs with government, international or regional organisations or corporations, NGOs or research institutions. Previous experience and knowledge in European affairs is an advantage. Experience in the field, particularly in post-conflict situations and countries in transition, is an advantage.</p>
<p><b>Languages:</b> English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Written and oral French is an advantage. Fluency in other European languages is an advantage. Very good drafting skills required.</p>
<p><b>Other Skills:</b> Use of Microsoft Word and other software.</p>

**UN competencies:**

Works collaboratively with colleagues (teamwork), speaks and writes clearly and effectively (communication) and remains client focused in a fast-paced environment (client orientation).

**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

**ACCOUNTABILITY:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

**CREATIVITY:** Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

**TECHNOLOGICAL AWARENESS:** Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology

**COMMITMENT TO CONTINUOUS LEARNING:** Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

**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 UN Liaison Office for Peace and Security (UNLOPS) is a dedicated office based in Brussels focused on developing closer, more predictable and continuous partnerships between the UN and the EU, the North Atlantic Treaty Organization (NATO) and other Brussels-based organizations on peace and security matters in line with chapter VIII of the UN Charter. UNLOPS contributes to stronger institutional dialogue and improved communication and coordination on peace and security policy and operations. UNLOPS formally represents the four entities of the United Nations Secretariat charged with overseeing international peace and security: the UN Department for Peace Operations (DPO), the UN Department of Political and Peacebuilding Affairs (DPPA), the UN Department of Operational Support (DOS) and the UN Office for Counter-Terrorism (UNOCT). It also maintains close links to Brussels-based programmes, funds and agencies.

## 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.]