


Vacancy announcement		
UN JPO Programme		
JPO in Sustainable Development		
United Nations Executive Office of the Secretary-General (EOSG), Sustainable Development Unit		
		Closing date 1 August 2025 11:59pm KST
<u>Vacancy Announcement # 25P035</u>		
I General information		
Title:	JPO in Sustainable Development	
Sector of Assignment:	Economic Affairs	
Country:	USA	
Location (City):	New York	
Agency:	United Nations Executive Office of the Secretary-General (EOSG), Sustainable Development Unit	
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 the direct supervision of the Senior Interagency and Sustainable Development Office, the incumbent shall, as required:		
<ol style="list-style-type: none">1. Provide support to SDUs strategic planning and unrolling of activities in the context of the sustainable development and follow-up to the OCA Report, the Pact for the Future and its annexes, and the sustainable development related discussion of the Executive Committee, collaborating across the different areas of work and supporting coordination efforts with relevant divisions of EOSG and with UN Agencies as applicable;2. Provide support to the Sustainable Development's Unit work on work planning, the outstanding elements of the reform of the UN development system and on operational activities of the UN development system, in coordination of the Front Office of the Deputy-Secretary General3. Provide support the daily work of EOSG's senior leadership, by:<ul style="list-style-type: none">• Ensuring the timely preparation and review of all material, including talking points, background notes and presentations related to the incumbent's portfolio;• Drafting and reviewing incoming and outgoing correspondence to Member States, the UN system and other key stakeholders and ensuring a prompt dispatch;• Providing data sheets on sustainable development trends, foresight and data analysis on sustainable development topics.• Drafting minutes of meetings of the SG and DSG and ensuring timely follow-up;• Help prepare presentations and other communication material, as required;• Undertake analytical quantitative and qualitative background research as required.4. Support the organization of meetings, high-level trips of the Deputy Secretary-General or other senior leaders in EOSG, as assigned.		

- Liaising with relevant colleagues within the system and contribute to create and finalize agendas and trip schedules, as well as all logistic- and security-related matters;
- Drafting, reviewing and preparing materials.

III Training component: Learning elements and expectations

On completion of the assignment, the JPO will have:

- An excellent understanding of the United Nations System – including intergovernmental processes - and an in-depth knowledge of processes related to the 2030 Agenda;
- A unique experience in large-scale, complex reform processes;
- Exposure to multifaceted challenges in developing new work processes (as part of the reforms), and enhanced ability to find solutions to these challenges on a daily basis;
- A robust network, as a result of liaising with other UN offices, funds, programmes and agencies, as well as experts in permanent missions in NY;
- Command of data analysis;
- Extensive work experience in drafting a variety of written outputs for senior leadership, including talking points, briefing notes, speeches – which meet the highest standards in the UN.

IV Supervision

Title of Supervisor:

Deputy Director, Sustainable Development Unit (SDU)

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 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.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in economics, development studies 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):

- At least two years of relevant professional work experience with international development, including in the intergovernmental domain, is required.
- Experience in strategy design, management consulting, analytics, applied research and reporting is desirable.
- Specific experience in inter-agency coordination and/or international organizations is desirable.

Languages:

Fluency in oral and written English is required; knowledge of French and/or Spanish are desirable; knowledge of another UN language is an asset.

Other Skills:

- Excellent writing skills
- Knowledge of analytics tools (e.g. PowerBI, Excel, PowerPoint, SAP Business Objects, Qlik, SQL, R) required.
- Excellent presentation design skills (PowerPoint) required, with knowledge of Adobe InDesign / Illustrator 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

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

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; utilizes data management techniques and applicability for quantitative and qualitative analysis; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

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 role of the EOSG is to support the Secretary-General in performing his/her function as "chief administrative officer" of the Organization, who shall act in that capacity and perform "such other functions as are entrusted" to him or her by the Security Council, General Assembly, Economic and Social Council and other United Nations organs.

Within the EOSG, the Sustainable Development Unit is working towards the promotion and implementation of the 2030 Agenda for Sustainable Development on behalf of the Secretary-General. SDU's strategy is aimed at leveraging the unique position, role and convening power of the Secretary-General and the Deputy Secretary-General towards maintaining momentum, accelerating implementation, and promoting ambition on Sustainable Development Goals, including through the advancement of the reform of the UN development system initiated by the Secretary-General and under the guidance of the Deputy-Secretary General who is leading the implementation.

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.]