


Vacancy announcement		
UN JPO Programme		
JPO in Information Systems and Digital Support		
United Nations Office of the High Commissioner for Human Rights (OHCHR), Human Rights Inquiries Branch, Information Systems and Digital Support Section		
		Closing date 1 August 2025 11:59pm KST
Vacancy Announcement # 25P072		
I General information		
Title:	JPO in Information Systems and Digital Support	
Sector of Assignment:	Human Rights, Digital investigation support	
Country:	Switzerland	
Location (City):	Geneva	
Agency:	United Nations Office of the High Commissioner for Human Rights (OHCHR), Human Rights Inquiries Branch, Information Systems and Digital Support Section	
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		
Within delegated authority, the Junior Professional Officer will be responsible for the following duties:		
<ul style="list-style-type: none">• Perform digital data collection, preservation ensuring documentation, chain of custody and integrity of the collected data when necessary for evidentiary purpose;• Prepare and structure dataset so that data can be properly digested by databases and systems in use including Relativity, NUIX, ArcGIS;• Apply appropriate tools to analyze and present complex datasets in understandable ways for investigation and presentation purpose;• Assist verification and authentication of digital content such as documents, audios, images, videos following internationally recognized forensic standards;• Assist analytic tasks including geospatial, link, chronological analysis and drafting reports;• Assist administration of information management systems, and facilitate data ingestion, processing, review, analysis, transfer and preservation;• Ensure operational security measures relating to online open source investigation activities and digital data storage, transfer, processing, analysis and presentation;• Assist development of training material for digital evidence handling and online open source investigation;• Perform research and development to provide technical solutions relating to digital investigation;• Perform asset management including inventory, software maintenance as well as license extension;• Contribute to the improvement of the guidelines and protocols;• Perform any other functions as required.		

III Training component: Learning elements and expectations

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

- perform digital data acquisition and preservation of storage media in accordance with recognized digital forensic standards.
- structure and format datasets effectively, ensuring compatibility and proper ingestion into databases and systems.
- analyze complex datasets and present findings in clear, comprehensible formats for investigation purposes.
- perform basic verification and authentication of digital content (documents, audio, images, videos) following internationally recognized forensic standards and produce technical report.
- perform administration and optimization tasks of information management systems.
- deliver basic trainings for first responders in relation to digital data collection and preservation.

IV Supervision

Title of Supervisor:

Information Management Officer

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 the JPO's performance.

Weekly team meetings will be held where activities, concerns and other issues regarding the implementation of the Section's projects, including the JPO's contribution to the implementation of the work plan, are discussed. Regular informal performance evaluation will take place as needed.

V Required Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in Information Management, Information and Communication Technology, Digital Forensics, Data Science, GIS, 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):

A minimum of 2 years of relevant work experience in digital forensics, eDiscovery, data analytics, GIS, information management, software development, data engineering, cyber security, or related area is required.

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.

Other Skills:

Proficiency in programming languages such as Python, Ruby, and JavaScript is highly desirable.

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;

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; 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.

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

Further to the High Commissioner's global mandate to promote and protect the effective enjoyment of all human rights by all, UN Human Rights has, since its establishment, been at the centre of efforts to promote and facilitate accountability for victims of human rights violations and abuses. With rising demands for greater accountability at national, regional, and international levels, expectations of the UN human rights system to deliver sophisticated, high-quality investigations have escalated.

United Nations-mandated investigative bodies including international commissions of inquiry and fact-finding missions are increasingly being used to respond to situations of serious violations of international humanitarian law and international human rights law, whether protracted or resulting from sudden events, and to promote accountability and counter impunity.

In this context, the role of the digital support for the investigative bodies is critical by providing the necessary technological digital infrastructure, modern digital investigation solution and expertise to collect, preserve, process, analyze, and share data. The work ensures the timeliness and credibility of information which directly contributes to the effectiveness of investigations and the overall success of accountability efforts. The team's ability to integrate forensically sound methodologies and scientific approaches strengthens the investigative process, enabling thorough and efficient responses to human rights violations.

This position is located in the Office of the High Commissioner for Human Rights, within the Information Systems and Digital Support Section of the Human Rights Inquiries Branch. The incumbent will report to the Coordinator of the Information Systems and Digital Support Section, under the overall supervision of the Chief of the Human Rights Inquires Branch.

The ISDSS offers specialized services to investigative bodies, including digital forensics, open-source online investigations, GIS, records management, and the development and administration of tailored solutions.

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.]