



VACANCY ANNOUNCEMENT

TERMS OF REFERENCE **20P049**

Junior Professional Officer (JPO)

I. General Information

Title:
JPO in disarmament and non-proliferation

Sector of Assignment:
Disarmament and non-proliferation

Organization/Office:
United Nations, Office for Disarmament Affairs (ODA), Regional Disarmament Branch (RDB) (first year)
United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD) (second year)

Duty Station:
New York, USA for the first year
Kathmandu, Nepal for the second year

[Non-Family Duty Station: yes / no ■]

Grade:
P1 or P2 (step 1), depending on qualifications

Salary and benefits:
Once appointed, JPOs become fully fledged UN staff members and are as such subject to the UN Staff rules and regulations. They shall receive the same salary, entitlements and benefits as other UN staff at similar grade and level (<https://icsc.un.org/Home/DataSalaryScales>). In line with the bilateral agreement with the sponsoring donor country, all costs for applicable entitlements and benefits (including, but not only, rental subsidy, dependency benefits and education grant), shall be fully covered by the sponsoring donor country.

Duration:
1 year (with possible extension)
[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:
Chief, Regional Disarmament, Information and Outreach Branch

Content and methodology of supervision:

The JPO is expected to carry out his/her assignments on the basis of general directives and guidelines from the Chief of the Branch. He/She will be expected to work with a certain degree of initiative and to report to the Chief, and to the Director of the Regional Centre for the portion of the assignment taking place in one of the satellite offices of ODA.

The JPO will be requested to prepare a personal work plan under the United Nations e-Performance system, the purpose of which is to encourage a higher level of involvement and staff participation in the planning, delivery and evaluation of work. The yearly e-Performance evaluation procedure encompasses a detailed work plan, as well as ongoing evaluation that include mid-year review and year-end review. An important function of the e-Performance is to promote communication between staff members and supervisors on the goals to be achieved, and the basis on which individual performance will be assessed, encouraging team work in progress.

Evaluation: The United Nations Performance Evaluation System (e-Performance) will serve as a primary platform to evaluate of the JPO's performance.

The JPO will have regular meetings with his/her supervisor.

III. Duties, Responsibilities and Output Expectations

Under the guidance of the Chief, Regional Disarmament, Information and Outreach Branch (RDIOB), the JPO will assist the Chief (or Director of UNRCPD for the relevant portion of the assignment) with the following:

- Provides substantive support to the Office of the Chief, e.g., by preparing briefing notes and background papers, presentations, talking points, correspondence, note taking etc., and organizing internal team meetings, etc.
- Coordinates and/or prepares written outputs, e.g. draft background papers, sections of reports, correspondence, responses/inputs to requests and questions from offices within the Organization, Member States and oversight bodies.
- Monitors and undertakes research of relevant current and emerging political developments and governmental disarmament initiatives and analyze information contained in communications and publications from different sources.
- Monitor policy decisions and activities of Member States and regional organizations related to disarmament and non-proliferation of weapons of mass destruction and propose activities which could undertake in support of these international and regional developments;
- Assist in the organization and servicing of meetings and workshops on relevant issues, as required, including the United Nations-Republic of Korea Joint Conference on Disarmament and Non-proliferation which is held in the Republic of Korea;
- Support fundraising activities, which may include drafting fundraising proposals and donor reports as well as reviewing project proposals;
- **For the second year at UNRCPD:** Assist in providing support to Member States in Asia and the Pacific in the field of disarmament and arms control. Provide technical support for project implementation and assist in the development of fundraising strategies, undertake substantive analysis of regional topics relevant to ODA/UNRCPD, support the UNRCPD Director in particular in his efforts to communicate with the Host Country officials, assist in the development of communication strategies to foster cooperation and partnerships with regional organizations and other entities, [These are indicative duties and a work plan will be tailored to align with mutually agreed responsibilities with UNRCPD's Director]

IV. Qualifications and Experience

Education:

Advanced university degree in political science, international relations or related fields. Training specialization in disarmament and non-proliferation is desirable.

Work experience:

Minimum two years of progressively responsible work experience in research and analysis on disarmament, non-

proliferation and arms control issues as well as peace and security. Experience at the international level is desirable.

Languages:

Excellent command of English, both as regards to oral and written skills and working knowledge of French. Knowledge of another official UN language(s) is desirable.

Other skills:

- Excellent drafting and organizational skills
- Ability to carry out research and initiate new ideas
- Experience in computer software programs such as MS Office, Excel, Powerpoint.
- Familiarity with the United Nations is useful.

UN competencies:

Professionalism: Has good research, analytical, evaluative and problem-solving skills. Has knowledge of various research methodologies and sources, including electronic sources on the internet, intranet and other databases. Is able to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence of the 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.

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.

Teamwork: excellent interpersonal skills and ability to establish partnerships and working relations within the department and with other UN agencies. Ability to work in a multicultural and multi-ethnic environment with respect for diversity.

V. Learning Elements

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

- To acquire an in-depth understanding of the workings of the United Nations and substantive knowledge of the work of the Organization in the field of disarmament including at the regional level.
- To develop political understanding of the complex issues related to disarmament and non-proliferation and acquire in-depth knowledge of the relevant existing instruments as well as the political and legal norms for the creation of such instruments.
- To monitor and report on developments related to disarmament and non-proliferation issues.
- To prepare substantive and background material for meetings and to write assessment reports on a plethora of germane issues.
- To work effectively in an inter-agency context and in a diverse working environment.
- To effectively develop project cycle management skills from conceptualizing, through implementation and to reporting.

VI. Background Information

The Regional Disarmament, Information and Outreach Branch (RDI OB) serves as the operational arm of the UN Office for Disarmament Affairs in support and promotion of practical disarmament initiatives at regional, sub-regional and national levels. It also undertakes education, outreach and advocacy activities with a focus on youth engagement.

The Branch comprises the Regional Activities Unit in New York and three UN Regional Centres for Peace and Disarmament (as indicated below), as well as a Liaison Office in Vienna:

- United Nations Regional Centre for Peace and Disarmament in Africa (UNREC)
- United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD)
- United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC)

The core functions of the Branch are as follows:

- Promoting, facilitating and strengthening regional cooperation among States and regional and subregional organizations and arrangements, and facilitating the coordination of efforts in matters related to confidence-building measures, disarmament, peace and security;
- Providing substantive and other support, as appropriate, including advisory services, to regional initiatives by Member States and to regional and subregional organizations and other arrangements in order to promote and implement disarmament measures;
- Enhancing the capacity and expertise of Member States, as well as regional organizations and other arrangements in the field of disarmament and international security in the regional context;
- Monitoring and analyzing current and future trends in the areas of arms control, disarmament and non-proliferation at the regional level.
- Formulating, coordinating and implementing communications strategies.
- Developing and implementing disarmament and non-proliferation education.
- Producing and disseminating publications in print and electronic format and organizing of exhibits and advocacy events.

VII. How to apply

Note: This post 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 of the Republic of Korea.**

A) General requirements for candidates applying to the JPO vacancies funded by the Republic of Korea:

1. Korean citizenship
2. Fluency in Korean and English language
3. Completed advanced university degree (master's degree or equivalent), as per the vacancy announcement. A bachelor's degree and an additional two years of work experience may be accepted in lieu of the advanced university degree.
4. Not older than 32 years of age as of 31st December of 2020 (Born after Jan. 1 1988) (The maximum age limit for those who served in the military will be extended accordingly)
5. Male applicants shall have completed the Korean military service or be exempted from it.

B) Application process

Applicants should submit their application electronically directly to the Organization. **All documents should be in English.**

Candidates who would like to apply should do so **online** via <https://owa.undesa.it/oasrok/>

Please verify the **closing date** on the website of the **Korean Ministry of Foreign Affairs** <https://UNrecruit.mofa.go.kr>. Applications received after this date **will not be considered.** Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

Evaluation of qualified candidates may include a written assessment exercise followed by competency-based interviews.

Please also make sure you read our guidelines on [how to apply](#) in the Online Application System (OAS).

C) Documents to be submitted for the application (only complete applications will be considered)

1. A **motivation letter** and the **United Nations Personal History Statement (PHP/P11)** (submitted through the Online Application System (OAS))

2. A scanned copy of applicant's Resident Register

3. A copy of the (advanced) university degree

4. A certificate of English language proficiency. Applicants should submit a minimum of iBT TOEFL score of 107 or NEW TEPS score of 452 or TEPS score of 800.

5. **Only for male applicants:** A certificate of Korean Military Service. 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.

6. **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

For general information on the Korean JPO Program and additional conditions see the following website:

<https://UNrecruit.mofa.go.kr>

* Age limit for male candidates who have completed military service:

- Less than one year will be extended for one year;
- one year above and two years under will be extended for two years;
- two years or more will be extended for three years.

[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.]