



PROGRAMA *JUNIOR PROFESSIONAL OFFICER* (JPO) EN EL SISTEMA DE NACIONES UNIDAS 2025

Entre las prioridades de la Acción Exterior que desarrolla el Ministerio de Asuntos Exteriores, Unión Europea y Cooperación (MAUEC) figura el incremento de la presencia de españoles dentro del sistema de Naciones Unidas, de acuerdo con el compromiso de España con el multilateralismo.

Para la consecución de dicho objetivo, en los últimos años el Gobierno de España ha aprobado las oportunas contribuciones voluntarias al sistema de Naciones Unidas para aumentar la presencia de españoles en el Programa de Jóvenes Profesionales (en adelante, JPO, en su acrónimo inglés), contribuyendo así a la formación y proyección de jóvenes profesionales de nacionalidad española en el ámbito multilateral.

Estas contribuciones, así como la incorporación de los JPO a los organismos de las Naciones Unidas, se regulan a través de los siguientes acuerdos administrativos: (1) Acuerdo entre el Gobierno de España y la Organización de las Naciones Unidas para la provisión de expertos asociados, hecho en Nueva York el 27 de junio de 2016 (BOE de 26 de septiembre de 2016) y (2) Acuerdo para la provisión de Oficiales Profesionales Jóvenes entre el Gobierno del Reino de España y el Programa de Naciones Unidas para el Desarrollo, hecho en Nueva York el 15 de diciembre de 2021 (BOE de 5 de febrero de 2022).

El proceso de selección para las plazas de JPO que ahora se convocan se realizará entre aquellas personas que cumplan los requisitos establecidos y se llevará a cabo a través de convocatoria pública de acuerdo con los principios de igualdad, mérito y capacidad, sin que en ningún caso pueda suponer el desarrollo de un proceso de acceso al empleo público ni a la función pública, que permita obtener la condición de empleado público.

En base a lo anterior, el MAUEC anuncia la convocatoria de las cinco (5) plazas de JPO con nivel P2 en el sistema de las Naciones Unidas que se indican a continuación:

1. *JPO in Public Information / Social Media* en el Departamento de Comunicaciones Globales / Sección de Redes Sociales, en Nueva York.
2. *JPO in Sustainable Development* en la Oficina Ejecutiva del Secretario General / División de Desarrollo Sostenible, en Nueva York.
3. *JPO in Programme Management (Evaluation)* en la Oficina de Evaluación Integral del Sistema de los Objetivos de Desarrollo Sostenible de la ONU (UNSDG), en Nueva York.



4. *JPO in Climate, Peace and Security* en el Departamento de Asuntos Políticos y de Consolidación de la Paz (DPPA) / Equipo de Clima, Paz y Seguridad, en Nueva York.
5. JPO en el Centro de Conocimiento UNSSC para el Liderazgo y Gestión, Laboratorio de la ONU para el Cambio Organizacional y Conocimiento, en Bonn.

CONDICIONES

Período de contratación: 1 año (con posibilidad de renovación por uno o dos años adicionales).

Las normas de contratación y las retribuciones se regirán de conformidad con lo establecido en el Acuerdo administrativo entre el Gobierno de España y la Organización de las Naciones Unidas para la provisión de expertos asociados, hecho en Nueva York el 27 de junio de 2016 (BOE de 26 de septiembre de 2016); en el Acuerdo para la provisión de Oficiales Profesionales Jóvenes entre el Gobierno del Reino de España y el Programa de Naciones Unidas para el Desarrollo, hecho en Nueva York el 15 de diciembre de 2021 (BOE de 5 de febrero de 2022).

REQUISITOS COMUNES

Las personas que quieran presentar sus solicitudes para cubrir alguna de las plazas de JPO deberán cumplir con los siguientes requisitos

- No superar los 32 años de edad en el momento de finalizar el plazo de presentación de solicitudes. A estos efectos deberá entenderse que no podrán tomar parte en el proceso aquellas personas que tengan cumplidos los 32 años el día natural siguiente al de la fecha de terminación del plazo de presentación de instancias.
- Estar en posesión de la nacionalidad española en la fecha de terminación del plazo de presentación de instancias.
- Presentar un Curriculum Vitae que resuma la experiencia educativa, profesional y el dominio de lenguas extranjeras.
- Estar en posesión, como mínimo, de un título de grado o máster, según se especifique en el apartado siguiente (nivel MECES 2 y 3 del Real Decreto 1027/2011, de 25 de julio) recogido en el Registro de Universidades, Centros y Títulos (Real Decreto 1509/2008, de 12 de septiembre). Las personas solicitantes deberán presentar certificado válido de dicha titulación. Las personas con titulaciones obtenidas en el extranjero deberán acreditar que están en posesión de la correspondiente credencial de homologación o, en su caso, del correspondiente certificado de equivalencia.
- Acreditación documental de dominio del idioma inglés equivalente a un nivel C1 o C2 del Marco Común Europeo de Referencia para las lenguas. Asimismo, se podrá acreditar documentalmente con carácter facultativo, el dominio de otra



lengua o lenguas extranjeras del sistema de Naciones Unidas, es decir: francés, ruso, chino, o árabe.

- Acreditación documental de la experiencia profesional que los Términos de Referencia de cada uno de los puestos convocados (anexos 1 a 4 de esta Convocatoria) especifican en el siguiente apartado. No se tendrá en cuenta experiencia profesional que no esté relacionada con la solicitada por dichos Términos de Referencia.

REQUISITOS ESPECÍFICOS

Adicionalmente, las personas que quieran presentar sus solicitudes para cubrir alguna de las plazas de JPO deberán cumplir con los siguientes requisitos específicos para cada una de las plazas convocadas:

1.- DEPARTAMENTO DE COMUNICACIONES GLOBALES / SECCIÓN DE REDES SOCIALES

Education:

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration, or a related field is required. 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:

A minimum of 2 years of relevant work experience in communication, journalism, international relations, public administration or a related field is required,

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in Spanish is required.

Other skills:

Knowledge on the use of Canva, Photoshop, Adobe Creative Suite, including Adobe Premiere video editing tools are an advantage.

Consultar anexo 2 (ToR 24P396) para otros requisitos, funciones y responsabilidades de la plaza de JPO.

2.- OFICINA EJECUTIVA DEL SECRETARIO GENERAL / DIVISIÓN DE DESARROLLO SOSTENIBLE

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:

At least two years of relevant professional work experience with international development, including in the intergovernmental domain, is required.

Excellent writing skills

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.

Consultar anexo 3 (ToR 25P165) para otros requisitos, funciones y responsabilidades de la plaza de JPO.

3.- OFICINA DE EVALUACIÓN ÍNTEGRA DEL SISTEMA DE LOS OBJETIVOS DE DESARROLLO SOSTENIBLE DE LA ONU (UNSDG)

Education:

Advanced university degree in economics, development studies, political or social science, public administration, business administration, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of 2 years of relevant work experience in international development. Prior work experience in monitoring, evaluation and learning is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French and/or Spanish would be a significant asset.

Other skills:

Proficiency in computer skills (e.g. Excel, PowerPoint, Adobe InDesign / Illustrator).

Strong communication skills with the ability to create clear, influential messages to diverse audiences.

Excellent writing skills.

Consultar anexo 4 (ToR 24P363) para otros requisitos, funciones y responsabilidades de la plaza de JPO.



4.- DEPARTAMENTO DE ASUNTOS POLÍTICOS Y DE CONSOLIDACIÓN DE LA PAZ (DPPA) / EQUIPO DE CLIMA, PAZ Y SEGURIDAD

Education:

Advanced university degree (Master's degree or equivalent) in international relations, political science, anthropology, development, environment and area studies or related fields. A first-level university degree in combination with additional qualifying experience may be accepted in lieu of the advanced university degree. A keen interest in the work of the United Nations in general and of climate change issues in particular, and a personal commitment to the ideals of the UN Charter.

Work experience:

A minimum of 2 years at the international level (or at least 4 years at the national level) in peace and security or related fields is required. Prior experience at the international level and familiarity with development, environmental programming and/or fragility, conflict prevention and peacebuilding work within the broader peace and security agenda is an advantage.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Fluency in oral and written French and/or Spanish is desired.

Consultar anexo 5 (ToR 24P340) para otros requisitos, funciones y responsabilidades de la plaza de JPO.

5.- CENTRO DE CONOCIMIENTO UNSSC PARA EL LIDERAZGO Y GESTIÓN, LABORATORIO DE LA ONU PARA EL CAMBIO ORGANIZACIONAL Y CONOCIMIENTO

Education:

Advanced degree in management, political science, communication, economics or equivalent relevant field.

Work experience:

A minimum of two years of progressively responsible experience in project/programme management, administration or related area.

Ability to cultivate partnerships with a wide range of stakeholders.

Experience in instructional design and online course creation (desirable).

Languages:

Excellent knowledge of English is essential. Knowledge of and ability to deliver presentations in other official UN languages is considered an asset.

Consultar anexo 6 (ToR JPO/UNSSC/001/2025) para otros requisitos, funciones y responsabilidades de la plaza de JPO.



PROCESO DE SELECCIÓN

Primera Fase.

Una vez presentadas las solicitudes, el comité seleccionador elaborará una lista con los nombres de los / las candidatos/as que hayan acreditado cumplir con los requisitos comunes y específicos exigidos en los Términos de Referencia (TOR) de cada puesto JPO.

Los /las candidatos/as incluidos en dicha lista serán seleccionados para la realización de una entrevista.

Segunda Fase.

La convocatoria para realizar una entrevista tendrá lugar en un plazo de 15 días hábiles desde el día siguiente a la publicación de lista mencionada en el apartado anterior.

La entrevista se valorará entre 0 y 10 puntos y en ella se evaluarán:

- Expresión y exposición en español.
- Expresión y exposición en inglés.
- Conocimiento de otras lenguas oficiales del sistema de Naciones Unidas.
- Experiencia profesional relevante en los campos relacionados con el/los puestos solicitados y competencias básicas obtenidas durante el desarrollo de dicha experiencia.
- Motivación para el ejercicio de las funciones encomendadas al JPO.

Las personas que hayan solicitado más de un puesto JPO serán convocadas a una única entrevista.

El Comité de selección seleccionará a un máximo de cuatro personas por cada uno de los puestos de JPO ofertados. Se tendrá para ello en cuenta la Ley Orgánica 3/2007, de 22 de marzo, para la igualdad efectiva de mujeres y hombres, garantizando el principio de igualdad efectiva mediante una selección proporcional al número de candidatos de cada sexo.

Los resultados del proceso de selección mencionado se publicarán en la página web del MAUEC.

Las candidaturas preseleccionadas serán remitidas a los correspondientes Organismos Internacionales, Agencias o Programas, correspondientes a las plazas JPO que figuran en esta convocatoria, que serán los encargados de realizar la selección final para cada uno de los puestos.



Las personas solicitantes finalmente seleccionadas serán contactadas directamente por la Unidad de Funcionarios Internacionales del MAUEC. La selección se publicará en la página web del MAUEC una vez sea comunicada por las Naciones Unidas.

COMITÉ DE SELECCIÓN

Formarán parte del Comité de selección en el MAUEC los siguientes miembros:

1. Don Emilio Vilanova Martínez-Frías, Director de la Unidad de Funcionarios Internacionales.
2. Don Jesús Lavalle Merchán, Subdirector Adjunto de Naciones Unidas.
3. Don Miguel Martínez Puyo, Jefe de Área la Subdirección General de Organismos Internacionales.

Los miembros suplentes de las personas anteriormente mencionadas serán:

1. Don Daniel Montilla Rubiales, Subdirector Adjunto de Organizaciones Internacionales.
2. Don Francisco José Díaz Pérez, Jefe de Área Oficina de Derechos Humanos.
3. Doña Elvira Vara Ozores, Jefa de Área de Naciones Unidas.

FORMA Y PLAZO DE PRESENTACIÓN

Las candidaturas deberán presentarse cumplimentando debidamente el anexo 1, a través de cualquiera de las vías establecidas por el artículo 16.4 (1) de la Ley 39/2015, de 1 de octubre, de procedimiento administrativo común de las Administraciones Públicas, dirigido a la Dirección General de Naciones Unidas, Organismos Internacionales y Derechos Humanos del MAUEC.

A los efectos de esta Convocatoria se ha habilitado el siguiente buzón para el envío de las solicitudes de los/as candidatos/as: programajpo@maec.es.

En las solicitudes se deberán incluir los siguientes documentos como anexos:

- El formulario de solicitud que figura al final de esta convocatoria (Anexo 1) deberá cumplimentarse en el siguiente [enlace](#)
- El Curriculum Vitae del candidato/a
- El título oficial de máster o grado, que se acreditará aportando copia simple del mismo, de conformidad con lo dispuesto en el artículo 28 de la Ley 39/2015, de 1 de octubre.

1

a) En el registro electrónico de la Administración u Organismo al que se dirijan, así como en los restantes registros electrónicos de cualquiera de los sujetos a los que se refiere el artículo 2.1.

b) En las oficinas de Correos, en la forma que reglamentariamente se establezca.

c) En las representaciones diplomáticas u oficinas consulares de España en el extranjero.

d) En las oficinas de asistencia en materia de registros.

e) En cualquier otro que establezcan las disposiciones vigentes.



- La acreditación del dominio del idiomas inglés o de otros idiomas del sistema de Naciones Unidas mediante copia simple de un Certificado del nivel correspondiente de la Escuela Oficial de Idiomas o de uno de los certificados reconocidos por la Asociación de Centros de lenguas en la Enseñanza Superior – ACLES- (<https://www.acles.es/216-tablas-de-certificados-reconocidos-por-acles>).
- La experiencia deberá acreditarse mediante informe de vida laboral, certificado de la empresa u organización en la que se prestaron los servicios o cualquier otra vía válida en derecho.
- La nacionalidad y la edad se comprobarán a través del sistema de verificación de datos de identidad, en los términos previstos en Real Decreto 522/2006, de 28 de abril, por el que se suprime la aportación de fotocopias de documentos de identidad en los procedimientos administrativos de la Administración General del Estado y de sus organismos públicos vinculados o dependientes. Tan solo si el interesado no prestara su consentimiento a dicha consulta, deberá aportar fotocopia del documento acreditativo de identidad correspondiente, de acuerdo con lo previsto en la citada norma.

IMPORTANTE

- 1. Toda la documentación debe remitirse en formato PDF.**
- 2. La carta de motivación deberá ser redactada en inglés.**
- 3. No se tendrán en consideración las solicitudes cumplimentadas manualmente.**
- 4. Se valorarán adicionalmente las cualificaciones y experiencia no esenciales pero deseables para el puesto.**

El plazo de presentación de candidaturas estará abierto durante 12 días hábiles, a contar desde el día de la publicación de esta convocatoria en la página web del Ministerio.

Finalizado el plazo de presentación de candidaturas se publicará en la página web del MAEUEC la lista provisional de admitidos y excluidos, con indicación de la forma y plazo de subsanación de las solicitudes.

Una vez transcurrido el plazo de subsanación, se publicará en la página web del MAEUEC la lista de admitidos y excluidos para esta convocatoria.



ANEXO I (Cumplimentar a máquina)
ANNEX I (To be completed by computer)

FORMULARIO CONVOCATORIA PUESTOS JPO 2025
JPO 2025 POSITION ANNOUNCEMENT FORM

DATOS PERSONALES PERSONAL DATA	
Nombre <i>Name</i>	
Apellidos <i>Surname</i>	
Núm. DNI <i>ID Card No.</i>	
Fecha nacimiento <i>Birth date</i>	
Domicilio <i>Address</i>	
Localidad y CP <i>Locality and ZIP code</i>	
Nacionalidad <i>Nationality</i>	
Teléfono <i>Phone number</i>	
Correo @ <i>E-mail</i>	

JPO SOLICITADOS (por orden de preferencia) JPO REQUESTED (in order of preference)	
PUESTO <i>Ranking</i>	NOMBRE JPO (Selecciona del desplegable) <i>JPO TITLE (Select from drop-down menu)</i>
1	
2	
3	
4	
5	
6	



IDIOMAS LANGUAGES					
	Nativo <i>Native</i>	Fluido <i>Fluent</i>	Bueno <i>Good</i>	Básico <i>Basic</i>	Nivel <i>Level</i>
Inglés <i>English</i>					
Francés <i>French</i>					
Español <i>Spanish</i>					
Árabe <i>Arabic</i>					
Ruso <i>Russian</i>					
Chino <i>Chinese</i>					

TÍTULOS UNIVERSITARIOS UNIVERSITY DEGREES		
Nivel <i>Level</i>	Estudios <i>Degree title</i>	Centro <i>Institution</i>

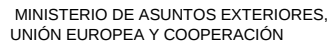


OTROS CURSOS / DIPLOMAS OTHER COURSES / CERTIFICATES

EXPERIENCIA LABORAL RELEVANTE RELEVANT WORK EXPERIENCE			
Tipo de empleo <i>Job type</i>			
Centro <i>Company</i>	de	Trabajo	Destino <i>Duty Station</i>
			Período <i>Duration</i>
Tipo de empleo <i>Job type</i>			
Centro <i>Company</i>	de	Trabajo	Destino <i>Duty Station</i>
			Período <i>Duration</i>



Tipo de empleo <i>Job type</i>		
Centro de Trabajo <i>Company</i>	Destino <i>Duty Station</i>	Período <i>Duration</i>
Tipo de empleo <i>Job type</i>		
Centro de Trabajo <i>Company</i>	Destino <i>Duty Station</i>	Período <i>Duration</i>
Tipo de empleo <i>Job type</i>		
Centro de Trabajo <i>Company</i>	Destino <i>Duty Station</i>	Período <i>Duration</i>
Tipo de empleo <i>Job type</i>		
Centro de Trabajo <i>Company</i>	Destino <i>Duty Station</i>	Período <i>Duration</i>

[illegible]



CARTA DE MOTIVACIÓN
MOTIVATION LETTER

BORRADOR



Consiento que los datos anteriores relativos a edad y nacionalidad puedan ser verificados de forma electrónica a través del sistema de verificación de datos de identidad:

SÍ ☐ NO ☐

En el caso de no dar su consentimiento, tendrá que aportar a esta solicitud copia compulsada de su documento nacional de identidad.

En cumplimiento de la normativa vigente de protección de datos de carácter personal, le informamos que sus datos serán tratados con la única finalidad del desarrollo del proceso de selección de conformidad con las condiciones fijadas para el mismo.

La base jurídica que legitima este tratamiento será el consentimiento otorgado al participar de forma voluntaria y aceptando expresamente las bases de la convocatoria.

Los datos de las personas participantes o, en su caso, de las personas seleccionadas serán cedidos a las Organizaciones concernidas al amparo del Acuerdo Administrativo entre el Gobierno de España y la Organización de las Naciones Unidas para la provisión de expertos asociados, hecho en Nueva York el 27 de junio de 2016 (BOE 26 de septiembre de 2016), para lo cual los aspirantes otorgan su consentimiento.

Podrá ejercer en todo momento sus derechos de acceso, rectificación, supresión, oposición y limitación del tratamiento dirigiéndose a la dirección: dq.nnuuddhh@maec.es o al Delegado de Protección de Datos: dpd@maec.es, y presentar reclamación ante la AEPD (www.aepd.es).

Puede consultar en cualquier momento información adicional y detallada sobre nuestra política de protección de datos en la dirección: <http://www.exteriores.gob.es/Portal/es/Paginas/proteccion.aspx>

UNIDAD DE FUNCIONARIOS INTERNACIONALES

DIRECCIÓN GENERAL DE NACIONES UNIDAS, ORGANISMOS INTERNACIONALES Y DERECHOS HUMANOS.

MINISTERIO DE ASUNTOS EXTERIORES, UNIÓN EUROPEA Y COOPERACIÓN

Plaza de Salamanca 8,

Madrid 28071



ANEXO 2

JPO DEPARTAMENTO DE COMUNICACIONES GLOBALES (DGC) / SECCIÓN DE REDES SOCIALES

TERMS OF REFERENCE – 24P396

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Public Information / Social Media

Sector of Assignment: Public Information / Social Media

Organization/Office: United Nations / Department of Global Communications (DGC) / Social Media Section

Duty Station: New York, United States

Duration:

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.

II. Supervision

Title of Supervisor:

Public Information 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.

The supervisor will also meet weekly with the JPO during the first month of the assignment to give and receive feedback about the performance. Thereafter, performance meetings will be held on a monthly or bi-monthly basis to assess progress.



III. Duties, Responsibilities and Output Expectations

Under the general supervision of the Chief of the Section and reporting directly to the Public Information Officer, the Junior Professional Officer will be responsible for the following duties:

- Contributes to the United Nations' presence in Spanish on a range of major social media platforms;
- Implement Spanish language-specific social media strategies, in line with overall communications guidance, priorities and messaging;
- Produces and manages a strategy for working with Spanish-language social media influencers, monitoring, and report on influencer engagement for campaigns and on specific issues;
- Tracks, researches; and analyzes information on assigned issues for the Spanish UN social media accounts;
- Coordinates production and sharing of social media content and messaging in Spanish with the Department,, the Secretariat, the UN System and beyond on information-sharing tools and through planning meetings;
- Supports the planning and execution of social media special events and initiatives for Spanish-language social media audiences;
- Identifies, monitors, analyzes, and reports on Spanish-language social media trends and impact and draft report inputs;
- Conducts and organizes social media training sessions in Spanish;
- Performs other duties as assigned.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration, or a related field is required. 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:

A minimum of 2 years of relevant work experience in communication, journalism, international relations, public administration or a related field is required.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in Spanish is required.

Other skills:

Knowledge on the use of Canva, Photoshop, adobe creative suite, including adobe premiere video editing tools are 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.

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

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,

V. Learning Elements

On completion of the assignment, the JPO will be able to write and produce engaging social media content in Spanish, design and implement social media strategies, support the execution of social media events, monitor social media trends, and evaluate account performance and insights.

VI. Background Information

This position is located in the Social Media Section of the Strategic Communications Division in the Department of Global Communications. The Section is responsible for devising, implementing and managing the multilingual social media strategy of the Department, in line with its overall communications guidance, priorities and messaging and as guided by administrative policies on the institutional use of social media.

The Social Media Section works to engage a global, multilingual audience on the work and priorities of the UN, including through:



- Implementing the global social media strategy, and developing social media strategies for specific campaigns and issues;
- Managing the UN flagship social media accounts, and the social media presence of the Secretary-General;
- Produce compelling multilingual assets, tailored to specific social media platforms;
- Providing guidance and advice, and coordinating social media across the UN System and with Permanent Missions to the UN;
- Harness insights and data to maximize social media outreach and achieve quality engagement;
- Contributing to crisis communications response;
- Providing advice and guidance on the implementation of administrative policies for personal and institutional use of social media;
- Initiate and maintain relationships at the corporate level with social media platforms;
- Identifying and engaging social media influencers to support UN messaging;
- Managing social media events and opportunities, including live activations;
- Monitoring social media on an ongoing basis for risks and opportunities related to UN issues and current events;
- Surveying and assessing new and emerging social media platforms and functionalities and advise on use in UN context;
- Delivering trainings and give presentations on a range of aspects of social media, including best practice;
- Contributing to UN System advocacy on social media platform policies, especially regarding misinformation and hate speech.

ANEXO 3

OFICINA EJECUTIVA DEL SECRETARIO GENERAL / DIVISIÓN DE DESARROLLO SOSTENIBLE

TERMS OF REFERENCE – 25P165
Junior Professional Officer (JPO)

I. General Information

Title:
JPO in Sustainable Development

Sector of Assignment: Economic Affairs

Organization/Office:
United Nations/ Executive Office of the Secretary-General (EOSG), Sustainable Development Unit

Duty Station:



New York, USA

[Non-Family Duty Station: yes / no]

Duration:

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.

II. Supervision

Title of Supervisor:

Deputy Director 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.

III. Duties, Responsibilities and Output Expectations

Under the direct supervision of the Senior Interagency and Sustainable Development Office, the incumbent shall, as required:

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;

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 General

2. Provide support the daily work of EOSG's senior leadership, by:
 - 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.
3. 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.

3. 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:

At least two years of relevant professional work experience with international development, including in the intergovernmental domain, is required. Excellent writing skills. 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.

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

4. Learning Elements

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

- 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;

5. Background Information

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.

ANEXO 4

JPO OFICINA DE EVALUACIÓN ÍNTEGRA DEL SISTEMA DE LOS OBJETIVOS DE DESARROLLO SOSTENIBLE DE LA ONU (UNSDG)

TERMS OF REFERENCE – 24P363
Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Programme Management (Evaluation)

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Programme Management (evaluation)

Organization/Office:

United Nations / UNSDG System-Wide Evaluation Office (UNSWE)

Duty Station:

New York, USA

Duration:

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.

II. Supervision

Title of Supervisor:

Executive Director UNSDG System-Wide Evaluation Office

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.

III. Duties, Responsibilities and Output Expectations

Under the direct supervision of the Executive Director, the incumbent shall, as required:

- 1) Provide support to the efficient functioning of the SWEO including:
 - a. SWEO foundational documents and guidance through conduct of desk research and preparation of background reports and papers;
 - b. SWEO systems, tools and processes;
 - c. SWEO strategic planning, monitoring and reporting.
- 2) Support SWEO outreach and collaboration efforts across the different areas of work with EOSG and UN Agencies as applicable, including the organization and follow up of meetings and events;
- 3) Drafting minutes of meetings and ensuring timely follow-up.
- 4) Support the development and implementation of SWEO knowledge management and communications initiatives by developing internal and external communication products (summaries, press releases, statements, website content, news stories, including graphics, photos, and videos).
- 5) Assists with evaluation management for selected system wide evaluations including through the collection and analysis of data.
- 6) Assists with evaluation follow-up by:
 - a. tracking evaluation recommendation follow up; and
 - b. the preparation of outputs in support of outreach and dissemination of evaluation results.
- 7) Perform other duties as assigned.

IV. Qualifications and Experience

Education:

Advanced university degree in economics, development studies, political or social science, public administration, business administration, or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of 2 years of relevant work experience in international development. Prior work experience in monitoring, evaluation and learning is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French and/or Spanish would be a significant asset.

Other skills:

Proficiency in computer skills (e.g. Excel, PowerPoint, Adobe InDesign / Illustrator). Strong communication skills with the ability to create clear, influential messages to diverse audiences.



Excellent writing skills.

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.

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.

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.

V. Learning Elements

On completion of the assignment, the JPO will have:

- In-depth understanding of the United Nations System and United Nations Evaluation functions;
- Exposure to collaborative working relationships in a large and multi-cultural environment;
- Hands on experience in strategic planning; systems management and monitoring;
- Enhanced skills in evaluation research, management and follow up;
- A robust network, as a result of liaising with a wide range of UN entities.



VI. Background Information

The Secretary-General has established the United Nations Sustainable Development Group System-Wide Evaluation Office to provide independent evaluation evidence to improve transparency, accountability, and learning to strengthen the United Nations collective offer to accelerate transitions and transformations for the Sustainable Development Goals.

The System-Wide Evaluation Office commissions independent system-wide evaluations on strategic development issues to provide credible evaluation evidence to system-wide policy and agenda-setting, as well as operational implementation and decision-making.

The System-Wide Evaluation Office collaborates closely with other United Nations oversight entities, the evaluation offices of the United Nations Development System and the United Nations Evaluation Group.

The initial priorities of the System-Wide Evaluation Office are focused on the establishment of the foundational elements of the office, including policies, governance, systems, resources and workplan.

ANEXO 5

JPO DEPARTAMENTO DE ASUNTOS POLÍTICOS Y DE CONSOLIDACIÓN DE LA PAZ (DPPA)

TERMS OF REFERENCE – 24P340
Junior Professional Officer (JPO)

I. General Information

Title:
JPO in Climate, Peace and Security (CPS)

Sector of Assignment:
Climate Security Mechanism

Organization/Office:
United Nations / Department of Political and Peacebuilding Affairs (DPPA) / Climate, Peace and Security Team

Duty Station:
New York, USA

[Non-Family Duty Station: yes / **no**]

Duration:



1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:

Political Affairs Officer, Climate, Peace and Security Team, Policy and Mediation Division,
DPPA

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.

The JPO will receive an introduction to the Department's work on climate, peace and security as well as the work of the Climate Security Mechanism (CSM). This will include an orientation on the overall work, deliverables and future plans of the Climate Security Mechanism. The JPO will regularly discuss and evaluate her/his performance with the supervisor in light of a previously established e-performance document.

This will include guidance on the development of a workplan and learning objectives, assessment of accomplishments, and discussion of job-satisfaction. Guidance and feedback will be provided by the supervisor on a regular basis. The incumbent is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters.

III. Duties, Responsibilities and Output Expectations

Under the overall guidance of the supervisor and in cooperation with colleagues from DPPA's Climate, Peace and Security Team and with partners in the Climate Security Mechanism, the Junior Professional Officer will:

- 1) Work with UN field missions, CPS Advisors, Peace and Development Advisors and other partners in climate vulnerable contexts to support the analysis of climate-related security risks, environmental peacebuilding and the development of effective risk prevention and management strategies;
- 2) Promote the integration of a gender- and youth- responsive lens across climate, peace and security initiatives and support the development of relevant guidance materials on the interlinkages between climate, peace and security, women, peace and security, and youth, peace and security;
- 3) Strengthen partnerships across and beyond the UN system, including with development and humanitarian agencies, funds and programmes and international financial institutions, by working with practitioners, policymakers and researchers to expand the global evidence base of climate, peace and security analysis, collect



good practices on successful risk prevention and management strategies, and identify opportunities for collaboration;

- 4) Support the CSM activities in the areas of advocacy, knowledge co-generation and management, and convening by conducting research, drafting technical inputs, providing presentations, and as relevant;
- 5) Track, report on and analyze discussions in the Security Council related to the adverse effects of climate change on peace and security;
- 6) Assist in the organization and delivery of capacity building and awareness raising events for UN staff and other partners around climate, peace and security;
- 7) Support the design and implementation of activities for the Climate Security Mechanism and DPPA.

Output expectations

- 1) Contribution to climate, peace and security analysis and identification of entry points in specific field locations for gender-sensitive and youth-responsive risk prevention and management approaches in assigned areas.
- 2) Drafting of papers, technical inputs, talking points for senior UN officials and other materials on assigned topics.
- 3) Support to meetings with a wider range of interlocutors and ensure these are organised efficiently and in accordance with UN protocol (accurate, succinct and timely) and reports are prepared as relevant.
- 4) Effective support to DPPA and the Climate Security Mechanism on strategic communications and capacity building initiatives as well as other related work streams as required.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in international relations, political science, anthropology, development, environment and area studies or related fields. A first-level university degree in combination with additional qualifying experience may be accepted in lieu of the advanced university degree. A keen interest in the work of the United Nations in general and of climate change issues in particular, and a personal commitment to the ideals of the UN Charter.

Work experience:

A minimum of 2 years at the international level (or at least 4 years at the national level) in peace and security or related fields is required. Prior experience at the international level and familiarity with development, environmental programming and/or fragility, conflict prevention and peacebuilding work within the broader peace and security agenda is an advantage.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in oral and written English is required. Fluency in oral and written French and/or Spanish is desired.

UN competencies:



PROFESSIONALISM: Knowledge of policies/procedures in the area of climate change, risk assessment and sustainable development; good research, analytical and problem-solving skills, including the ability to identify and contribute to the solution of problems/issues; familiarity with and in the use of various research methodologies and sources; and sound judgement. 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: Ability to draft clear and effectively policy and technical reports, correspondence, studies and other communications to various counterparts and to articulate ideas in a clear and concise manner. 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: Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender in organisation and management of meetings and in project implementation. 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.

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.

V. Learning Elements

On completion of the assignment, the JPO will be able to ...

- Develop integrated approaches to analyse and assess climate-related security risks and understand their implications for the work of the Climate Security Mechanism and the broader UN system.



- Provide technical support to field missions, CPS Advisors, Peace and Development Advisers and other partners in the development and implementation of risk prevention and management strategies.
- Draft reports, briefing materials, project documents and correspondence according to standards required by the Climate Security Mechanism and consistent with UN style formal and protocol.

VI. Background Information

This position works with the Climate Security Mechanism (CSM) and is located in the CPS Team in the Department of Political and Peacebuilding Affairs (DPPA), at UN Headquarters in New York. DPPA is the lead entity supporting the Secretary-General in the UN's efforts to prevent and resolve conflicts. It monitors and assesses global political developments with an eye to detecting potential crises before they erupt and devising effective responses. In recent years, the linkages between climate change, prevention and sustaining peace have become a key consideration for DPPA. This is reflected in the Department's strategic plan 2023-2026 and in growing efforts to support special political missions, its support to deployed UN Climate, Peace and Security Advisors, Peace and Development Advisers and other field actors in this area.

In 2018, DPPA, the UN Development Programme (UNDP) and the UN Environment Programme (UNEP) jointly formed the "Climate Security Mechanism" (CSM). The Department of Peace Operations (DPO) joined in 2021. The Mechanism currently consists of one professional staff each in DPPA, UNDP, DPO and UNEP, a small secretariat, and a select number of JPOs. The CSM seeks to strengthen UN capacity to address the linkages between climate change, peace and security through better risk assessments, the development of risk prevention and management strategies, advocacy and knowledge management, and targeted capacity building. In practice, this contains a range of activities at the policy and operational levels, carried out in collaboration and coordination with experts from across and beyond the UN system. This includes the deployment and backstopping of Climate, Peace and Security Advisors and Experts, provision of technical advice to UN field missions and Peace and Development Advisers and efforts to integrate climate analysis into mandated reporting to UN bodies. The CSM developed a toolbox and conceptual approach for climate-related security risk assessments that are being rolled out for field implementation in select regions and countries.

Given the complexities of the climate, peace and security agenda and its cross-cutting nature, partnerships are critical for the CSM. The CSM works closely with entities from across the UN system, regional organizations, researchers and civil society to exchange good practices and share experiences. As demand for technical support and partnerships is growing, the CSM is expanding its capacity to analyse and address climate-related security risks around the world.



ANEXO 6

JPO CENTRO DE CONOCIMIENTO UNSSC PARA EL LIDERAZGO Y GESTIÓN

TERMS OF REFERENCE – JPO/UNSSC/001/2025

Junior Professional Officer (JPO)

I. General Information

Title:

Sector of Assignment:

Organization/Office:

UNSSC Knowledge Centre for Leadership and Management, UN Lab for Organizational Change and Knowledge (UNLOCK)

Duty Station:

Bonn, Germany

Duration:

2 years

II. Supervision

Title of Supervisor:

Learning Portfolio Manager

Content and methodology of supervision:

III. Duties, Responsibilities and Output Expectations

Contributing to the design, development, coordination, and evaluation of training and learning activities on Change Management and UN Transformation related topics, including by working with key clients, partners, and resource persons:

- Contribute to programme mapping, scoping, and curriculum development, emphasising good practice for pedagogical quality, relevance, and effectiveness.
- Contribute to the design, analysis, and reporting of needs assessments, as well as learning and impact evaluations.
- Provide input to the development of long-, mid-, and short-term programmatic and learning objectives.
- Ensure quality and accuracy of selected learning programmes by reviewing modules and related reference material.
- Engage with potential and current resource persons to expand and ensure diversity/quality of training rosters.
- Coordinate cohorts/editions between a range of programmes, with a particular focus on the alignment of resource persons, faculty, and timelines.
- Undertake outreach, marketing, and communications activities and participate in the development of communications and marketing pieces.
- Participate in and make presentations on assigned topics/activities.



- Draft training proposals and concept papers based on the requests and needs from clients and partners, as well as based on proactive research.

Contributing to the synchronous and asynchronous delivery of selected learning programmes:

- Coordinate and review content published on online learning environments.
- Support the design, development and distribution of selected learning and reference material.
- Monitor and analyse specific aspects of programme/project development and implementation.
- Provide administrative and substantive support to consultative and other meetings, conferences, etc., including by proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, handling logistics, etc.

Contributing to knowledge management processes and development of knowledge products for internal and external use:

- Keep current with trends, best practices, new technologies, and emerging innovations in the subject matter area, as well as in training and talent development more widely, and recommend scoped, relevant actions.
- Participate in communities of practice to contribute to collaboration and alignment across teams on learning experiences.
- Partake in the development and maintenance of standardised guidebooks/job aids/promotional pieces on process, good practices, and lessons learned.
- Performing other related duties, as assigned.

IV. Qualifications and Experience

Education:

Advanced degree in management, political science, communication, economics or equivalent relevant field.

Work experience:

A minimum of two years of progressively responsible experience in project/programme management, administration or related area. Ability to cultivate partnerships with a wide range of stakeholders. Experience in instructional design and online course creation (desirable).

Languages:

Excellent knowledge of English is essential. Knowledge of and ability to deliver presentations in other official UN languages is considered an asset.

UN competencies:

PROFESSIONALISM: Has an understanding for Change Management, UN Transformation, and their applications across the UN system; experience in programme/project management; knowledge and experience in instructional design and capacity development; good research, analytical and problem-solving skills; willingness to keep abreast of new developments in the field.



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, styles, 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 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; shows respect and sensitivity to differences in gender, culture, religious faith and ethnicity.

PLANNING & ORGANIZING: 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.

CREATIVITY: Actively seeks to improve programmes or services; offers new and different options to solve problems to meet client needs; promotes and persuades others to consider new ideas; things "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

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.

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.