



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 dos (2) plazas de JPO con nivel P2 en el sistema de las Naciones Unidas que se indican a continuación:

1. *JPO in Supply Chain Innovation and Project Management* en el *United Nations Department of Operational Support (DOS), Office of Supply Chain Management (OSCM), Logistics Division (LD)*, en Nueva York.
2. *JPO in Political Affairs* en el *Department of Political and Peacebuilding Affairs (DPPA) / Peacebuilding Support Office (PBSO)*, en Nueva York.



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 la experiencia profesional no remunerada y la 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. UNITED NATIONS DEPARTMENT OF OPERATIONAL SUPPORT (DOS), OFFICE OF SUPPLY CHAIN MANAGEMENT (OSCM), LOGISTICS DIVISION (LD).

Education:

An advanced university degree (master's degree or equivalent) in Supply Chain Management, Logistics, Business Administration, Operations Management, 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 professional experience in logistics or supply chain management is required.

Will be considered an asset:

- *Experience in a humanitarian organization, preferably in the UN system and/or in emergency settings.*
- *Experience in project management, change management, process engineering, business consulting.*
- *Experience in a decision-making or leadership role.*

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency (oral and written) in English is required. Working knowledge of another UN official language is desirable.

Consultar anexo 2 (ToR 24P333) para otros requisitos, funciones y responsabilidades de la plaza de JPO.

2. DEPARTMENT OF POLITICAL AND PEACEBUILDING AFFAIRS (DPPA) / PEACEBUILDING SUPPORT OFFICE (PBSO)

Education:

Advanced university degree (master's degree or equivalent) in political science, international relations, social science, economics, law, public administration, or related field. A first-level university degree in combination with two additional years of qualifying experience in political science, international relations, economics, social science or related area may be accepted in lieu of the advanced university degree.



Work experience:

A minimum of 2 years of relevant work experience in political affairs, diplomacy, conflict resolution, public administration or related field. Experience in political outreach, facilitation, analysis, advice and reporting is required.

Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) – or similar international organization or non-governmental organization – in a conflict or post-conflict setting is desirable. Previous experience working in the office of a senior public official and/or as a Special Assistant (or similar) to a senior public official is desirable.

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.

Consultar anexo 3 (ToR 25P142) para otros requisitos, funciones y responsabilidades de la plaza de JPO.

PROCESO DE SELECCIÓN

Primera Fase.

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

Dicha lista constará de un número máximo de 15 personas, por puesto, que serán seleccionadas para la siguiente fase. Para ello, el cumplimiento de los requisitos comunes, específicos y elementos valorables será evaluado mediante una puntuación, de acuerdo con el siguiente baremo.

Baremo de méritos:

1. Títulos académicos

Se valorarán en función del nivel académico alcanzado:

- Másteres universitarios: 3 puntos
- Posgrados o másteres propios: 1 punto
- Doctorados: 5 puntos

2. Prácticas profesionales

Se valorarán en función la duración:

- De 3 a 6 meses: 1 punto
- Más de 6 meses: 2 puntos

3. Experiencia profesional

Se valorará hasta un máximo de 9 puntos en función de los años de experiencia y del puesto JPO.



4. Voluntariado internacional

Se valorarán en función la duración:

- Hasta 3 meses: 1 punto
- De 3 a 6 meses: 1,5 punto
- Más de 6 meses: 2 puntos

5. Conocimiento de idiomas oficiales de las Naciones Unidas

Se valorará el dominio de los idiomas oficiales de la ONU (francés, chino, árabe y ruso) de acuerdo con el siguiente baremo:

Nivel	Puntuación por idioma (excepto inglés*)
B2	0,5 puntos
C1	1 punto
C2	1,5 puntos

Se valorará un nivel C2 de inglés con 1,5 punto.

6. Otros méritos

El comité de selección podrá asignar hasta 3 puntos adicionales por otros méritos que considere relevantes para el puesto.

Los 15 candidatos con mayor puntuación serán preseleccionados 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 Eduardo Merino de Mena, Subdirector de la Oficina de Derechos Humanos.
2. Doña Pilar Bernabé Berges, Jefa de Servicio de la 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.

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.



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 Currículum 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.
- 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 y el currículum vitae deberán ser redactados 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 10 días hábiles, a contar desde el día de la publicación de esta convocatoria en la página web del Ministerio, es decir entre el 07 de octubre hasta el 20 de octubre (23:59, hora de Madrid).

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 <i>PERSONAL DATA</i>	
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) <i>JPO REQUESTED (in order of preference)</i>	
PUESTO <i>Ranking</i>	NOMBRE JPO (Selecciona del desplegable) <i>JPO TITLE (Select from drop-down menu)</i>
1	
2	



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>

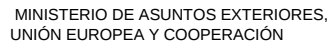


OTROS CURSOS / DIPLOMAS OTHER COURSES / CERTIFICATES

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



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 UNITED NATIONS DEPARTMENT OF OPERATIONAL SUPPORT (DOS), OFFICE OF SUPPLY CHAIN MANAGEMENT (OSCM), LOGISTICS DIVISION (LD)

TERMS OF REFERENCE – 24P333
Junior Professional Officer (JPO)

I. General Information

Title: JPO in Supply Chain Innovation and Project Management

Sector of Assignment: Logistics

Organization/Office: United Nations / DOS

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:

Director of Logistics Division in OSCM.

Content and methodology of supervision:

Induction program outlining the functions of the Director office in Logistics Division.

Introduction to and liaison with other components with the Division, as well as relevant counterparts at Headquarters.

The incumbent is expected to work independently with minimum supervision and be able to solve problems and difficulties independently that are within his/her delegated authority.

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 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

Context

In a rapidly changing global landscape, the worldwide supply chain needs are continuously evolving. As the preferred service provider to the UN system, DOS must stay ahead of the curve and foster a culture of innovation. This approach ensures that the Department remains fit for purpose, overcome constraints, and seize opportunities.

Through the On-Call Logistics Capacity Augmentation (OLCA) project, the incumbent will have the unique opportunity to engage with Member States from all over the world, to further develop DOS service provision by enhancing DOS systems and processes, and to expand the portfolio of emergency logistics services offered by DOS to the broader UN community.

In September 2024, following the Summit for the Future, the UN Secretary General and World Leaders signed the Pact for the Future, a landmark declaration made of 56 tangible actions to revigorated the relevance and effectiveness of the United Nations. The OLCA project was designed to supports specifically the following commitments:

- Article 15. We will ensure that people affected by humanitarian emergencies receive the support they need.
- Action 21. We will adapt peace operations to better respond to existing challenges and new realities.
- Action 54. We will strengthen the international response to complex global shocks.

The successful JPO candidate will also be responsible for managing the portfolio of innovations within the Logistics Division, contributing to the successful management of projects, and fostering a culture of innovation across the Division. They will have the space to generate new ideas and incubate projects that are beneficial and aligned with the strategy.

Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

OLCA Project

- Support the OLCA project, which involves generating and administering a portfolio of member states' owned logistics capacity that can be leveraged on short notice in emergency situations. This includes coordinating the establishment of framework agreements, coordinate external outreach (including with member states and the UN), DOS systems and process improvement, project presentations, data management, and providing various analyses to ensure sound decision-making by the project lead and senior leadership.



Project Support

- Lead and/or support projects throughout their lifecycles, working towards desired outcomes by employing project management best practices.
- Assist senior leadership and project managers with change management by supporting individuals and teams through transitions to achieve desired outcomes and minimize resistance.

Process Engineering

- Analyze the Logistics Division's processes, systems, organizational structure, and management practices to identify opportunities for increased efficiency and effectiveness. Deliver fact-finding presentations to the division's leadership.
- Promote a culture of innovation and continuous improvement by encouraging Logistics Division staff to propose new ideas and ways of working and supporting them throughout the lifecycle of their initiatives.
- Identify relevant data, or generate data when required, to enable evidence-based decision-making in the
- Logistics Division and promote a data-driven work culture.
- Conduct data analyses as needed and deliver clear, precise, and concise presentations to relevant stakeholders.

External Engagement

- Develop a member states outreach strategy, creating segments, inter alia, based on their funding agendas, logistics capabilities, and geographical coverage. This includes organizing and coordinating meetings when appropriate.
- Develop an external partner's outreach strategy, identifying opportunities for collaboration and logistics service provision, and identifying interests and relevant points of contact. This includes organizing and coordinating meetings when appropriate.
- Prepare necessary materials to support external engagement, including presentations for pitching projects, project proposals, and talking points for senior leadership when higher-level engagement is required.
- Maintain and provide visibility over the portfolio of extra-budgetary (XB) funding requests in the Logistics
- Division, including XB project proposals and XB personnel requests.
- Review project proposals and terms of reference, as appropriate, before submission to UN member states and/or donors, ensuring their clarity, coherence, and relevance.

Other Duties

- Perform any other duties as required by the Division.

IV. Qualifications and Experience

Education:



An advanced university degree (master's degree or equivalent) in Supply Chain Management, Logistics, Business Administration, Operations Management, 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 professional experience in logistics or supply chain management is required.

Will be considered an asset:

- Experience in a humanitarian organization, preferably in the UN system and/or in emergency settings.
- Experience in project management, change management, process engineering, business consulting.
- Experience in a decision-making or leadership role.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency (oral and written) in English is required. Working knowledge of another UN official language is desirable.

Other skills:

Excellent communication and presentation skills for engaging with internal and external stakeholders.

Excellent organizational and coordination skills, for successful project management, Strong analytical and problem-solving skills to identify opportunities for efficiency and effectiveness.

Proficiency in data analysis and evidence-based decision-making.

Ability to lead and support teams through transitions and manage resistance to change.

These qualifications will help ensure the candidate is well-prepared to manage the portfolio of innovations within the Logistics Division and contribute effectively to the division's goals.

UN competencies:

PROFESSIONALISM: Ability to simplify complex information and communicate complex or statistical information to less-technically trained team members. Strong visual design skills, strong knowledge of Microsoft Office. Skilled in business process analysis, data extraction, transformation and management, data governance and quality audit.

Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations. Excellent political analysis skills, with an ability to identify problems (political, economic and social) affecting a country or geographic area.



PLANNING AND ORGANIZING: Ability to work under tight deadlines and to plan, coordinate and manage own work plan.

COMMUNICATION: Ability to clearly and concisely tailor and communicate complex issues, key decisions and positions to a variety of audiences, orally and in writing; and ability to develop contacts and foster collaboration and coordination with other persons and entities on current initiatives and studies pertinent to the assigned area.

TEAMWORK: Excellent interpersonal skills; demonstrated ability to work effectively within a team; values other peoples' ideas and expertise; and willing to learn from others

INTEGRITY: Maintains impartiality and demonstrates the values of the United Nations.

V. Learning Elements

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

- Understand the work of the Department of Operational Support, and more broadly the mandate of the Office of Supply Chain Management
- Gain knowledge and insight into the supply chain and logistics for the United Nations, from a larger-scale, headquarters-perspective.
- Work efficiently in a multi-disciplinary and international environment.
- Be able to build business cases and pitch them to trigger action
- Work with a variety of tools and methodologies.

VI. Background Information

The Department of Operational Support was established to provide operational advisory services to operating entities across the Secretariat, including other departments, offices away-from headquarters, field missions, and regional commissions. The Office of Supply Chain Management includes the Office of the Assistant Secretary-General for Supply Chain Management, Logistics Division, Procurement Division, Uniformed Capabilities Support Division, and the Enabling and Outreach Service.

The Logistics Division performs a central role in the implementation of end-to-end supply chain management across the United Nations operations. The Division provides direction and advice on logistical matters, monitors and assesses the delivery of strategic transportation and support services, and directs the delivery of transportation and specialist support services in the functional areas of air transport, ground transport, engineering, medical and supply, inclusive of fuel, rations and general supplies and security equipment.

The Office of Director Logistics Division supports the Director in managing and interacting with the Division services, sections, stakeholders, partners and clients to ensure smooth logistics support to United Nations operations. Specifically, determines strategic priorities and change efforts, tracks the Division's progress in meeting its targets, and ensures that needed resources are available and properly utilized to achieve the Division mandate and goals.



ANEXO 3

DEPARTMENT OF POLITICAL AND PEACEBUILDING AFFAIRS (DPPA) / PEACEBUILDING SUPPORT OFFICE (PBSO)

TERMS OF REFERENCE – 25P142

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Political Affairs

Sector of Assignment: Office of the Assistant Secretary-General

Organization/Office: Department of Political and Peacebuilding Affairs (DPPA) /
Peacebuilding Support Office
(PBSO)

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:

Special Assistant to the Assistant Secretary-General

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 JPO works alongside the supervisor on a daily basis, with continuous tasking, consultation and feedback. Daily meetings are held with the ASG and her front office, to include the JPO, in which strategic and immediate direction is set. Bi-weekly meetings are held between the supervisor and the front office team, including the JPO, to direct and advise on priorities, tasks and methods of working.



III. Duties, Responsibilities and Output Expectations

The Junior Professional Officer will be responsible for the following duties:

- Provides substantive and practical support to the Assistant Secretary-General (ASG) and her Deputy in the implementation of the Office's mandate as given by the General Assembly, especially in coordinating the activities of all Office components under the direct supervision of the Special Assistant.
- Keeps the ASG and Deputy informed on all matters requiring his/her personal attention and assists in formulating options as to how those matters might be handled, and ensures appropriate follow-up, as directed.
- Organizes and manages the ASG's and Deputy's meetings and Office events, prepares written summaries and conducts follow-up activities, as appropriate.
- As requested, handles incoming and outgoing correspondence of the ASG and Deputy; coordinates/drafts correspondence for their signature, as well as other documentation including reports to the General Assembly.
- Develops and maintains collaborative relationships with Office components, the Department, the broader UN family, donors and other national and international partners on coordination and policy matters.
- Identifies, analyzes and monitors political developments, trends and emerging issues on peacebuilding and with respect to the implementation of the Office's mandate.
- Prepares summary and analytical reports including, but not limited to, situation reports, briefing notes, notes to file, code cables, talking points, statements and speeches for the ASG, and input for the reports of the Secretary-General.
- Prepares contextual information materials, such as background notes, political profiles and databases of relevance to the assigned portfolio.
- Supports preparations for official meetings, events and visits, including through the provision of Secretariat services and by drafting talking points and speeches as appropriate.
- Support the Assistant Secretary-General in public diplomacy in particular social media engagement.
- Performs other relevant duties as requested.

IV. Qualifications and Experience

Education:

Advanced university degree (master's degree or equivalent) in political science, international relations, social science, economics, law, public administration, or related field. A first-level university degree in combination with two additional years of qualifying experience in political science, international relations, economics, social science or related area may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of 2 years of relevant work experience in political affairs, diplomacy, conflict resolution, public administration or related field. Experience in political outreach, facilitation, analysis, advice and reporting is required.



Experience working in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) – or similar international organization or non-governmental organization – in a conflict or post-conflict setting is desirable. Previous experience working in the office of a senior public official and/or as a Special Assistant (or similar) to a senior public official is desirable.

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:

Computer literacy.

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.

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.

V. Learning Elements

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



- Analyze and monitor political developments, trends and emerging issues in peacebuilding
- Fully understand the Office's mandate and the 2025 Peacebuilding Architecture Review
- Prepare correspondence in line with the appropriate style and standard of written English, as well as high quality analytical documents for the Office
- Prepare for official meetings, events and visits, including reviewing and drafting as necessary talking points, speeches and background materials
- Provide coordination support as required
- As part of the UN system, all UN staff are required to complete a list of mandatory training programmes.

VI. Background Information

Established in 2005, the Peacebuilding Support Office (PBSO) helps to sustain peace by fostering international support for nationally owned and led peacebuilding efforts. The Office assists and supports the Peacebuilding Commission (PBC) with strategic advice and policy guidance, manages the Peacebuilding Fund (PBF) on behalf of the Secretary-General, and works to enhance system-wide coherence and partnerships with UN and non-UN actors in support of building and sustaining peace in relevant countries.

In the founding resolutions (A/RES/60/180 and S/RES/1645(2005)) establishing the Peacebuilding Commission, the United Nations General Assembly and the Security Council requested "the Secretary-General to establish, within the Secretariat, from within existing resources, a small peacebuilding support office staffed by qualified experts to assist and support the Commission".

The Office comprises the Peacebuilding Commission Support Branch, the Peacebuilding Strategy and Partnerships Branch, and the Financing for Peacebuilding Branch. As part of the Department of Political and Peacebuilding Affairs, the Peacebuilding Support Office is increasingly aligning its work with the new single regional political-operational structure, working closely with the regional divisions on country and regional priorities. The Peacebuilding Commission and Peacebuilding Fund are also both strengthened by and contributing to the entire peace and security pillar, as political engagement is better connected with analysis, planning, programming and resources. Financing committed for peacebuilding activities at present is unpredictable, ad hoc in nature and insufficient to ensure that the root causes of conflict are addressed. The Pact for the Future adopted by consensus in September 2024 decided on a strengthening of the Peacebuilding Architecture.