



## PROGRAMA *JUNIOR PROFESSIONAL OFFICER* (JPO) EN EL SISTEMA DE NACIONES UNIDAS 2026

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, el Gobierno de España sigue contribuyendo financieramente al sistema de Naciones Unidas para aumentar la presencia de españoles en el Programa de Jóvenes Profesionales (en adelante, JPO, en su acrónimo inglés), promoviendo así 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 para cada vacante 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 diez (10) plazas de JPO con nivel P2 en el sistema de las Naciones Unidas que se indican a continuación:

1. JPO in **Finance for Sustainable Development** in DESA/Financing for Sustainable Development Office, en Nueva York.
2. JPO in **Programme Management** in United Nations / Resident Coordinator System (RCS), en Nueva York.
3. JPO in **Human Rights, Associate Human Rights Officer (LEGAL)** in the Office of the High Commissioner for Human Rights / Human Rights Inquiries Branch, en Ginebra.
4. JPO in **Programme Analyst** in UNDP the Inclusive Growth Team, en Panamá
5. JPO in **Human Rights/legal affairs, Associate Human Rights Officer** in the OHCHR / Executive Office of the High Commissioner, en Ginebra.



6. *JPO in **Associate Programme Management Officer** in the United Nations Office for Outer Space Affairs (UNOOSA) / Space Applications Section*, en Viena.
7. *JPO in **Water Associate Expert** in the Water Technical Advisory Unit of UN-WATER*, en Ginebra.
8. *JPO in **Women's Political participation and gender normative frameworks** in the UN Women Arab States*, en El Cairo.
9. *JPO in **Associate Donor Relations Officer** in the UNHCR*, en Ginebra
10. *JPO in **Associate Field Officer** in the UNHCR*, en Santo Domingo.

## 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 en que finalice 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. Los contratos de prácticas cuentan por la mitad del tiempo.
- No haber disfrutado con anterioridad de una plaza de JPO financiada por España.

### 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.- JPO IN FINANCE FOR SUSTAINABLE DEVELOPMENT IN DESA/FINANCING FOR SUSTAINABLE DEVELOPMENT OFFICE.**

##### **Education:**

*Advanced university degree in economics, development finance, public finance, public policy, 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 two years of professional level experience in development finance, economic research and analysis or related area. Experience in sustainable development, macroeconomic research and/or public financial institutions is desirable. Excellent drafting and communication skills required*

##### **Languages:**

*English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.*

Consultar anexo 2 (ToR 24P049) para otros requisitos, funciones y responsabilidades de la plaza de JPO.

#### **2.- JPO IN PROGRAMME MANAGEMENT IN UNITED NATIONS / RESIDENT COORDINATOR SYSTEM (RCS)**

##### **Education:**



*Advanced university degree (Master's degree or equivalent) in public administration, international relations, business management or similar. 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 public administration, international relations, resource mobilization and fundraising, business management or civil society organizations.*

**Languages:**

*English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of French, Spanish or Arabic is an advantage.*

Consultar anexo 3 (ToR 25P054) para otros requisitos, funciones y responsabilidades de la plaza de JPO.

**3.- JPO IN HUMAN RIGHTS, ASSOCIATE HUMAN RIGHTS OFFICER (LEGAL) IN THE OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS / HUMAN RIGHTS INQUIRIES BRANCH**

**Education:**

*Advanced university degree (Master's degree or equivalent) in law, human rights, or related field 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 law, including legal analysis, research and writing is required. Experience working with an accountability mechanism at the national or international level 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 4 para otros requisitos, funciones y responsabilidades de la plaza de JPO.

**4.- JPO IN PROGRAMME ANALYST IN THE INCLUSIVE GROWTH TEAM**

**Education:**

*Master's Degree or equivalent Advanced Degree in economics, mathematics, statistics, quantitative methods, social sciences or related fields.*



*A first level university degree (bachelor's degree) in the above-mentioned field of study in combination with additional two years of qualifying experience will be given due consideration in lieu of the advanced university degree.*

**Work experience:**

*A minimum of two years of paid working experience in data management, analysis of data and report writing in the areas of human development. Knowledge of statistical packages such as Stata, SPSS, R. Knowledge of poverty measures and indicators' design. Strong writing and communication skills.*

**Languages:**

*Spanish and English are required. French is desirable.*

Consultar anexo 5 para otros requisitos, funciones y responsabilidades de la plaza de JPO.

**5.- JPO IN HUMAN RIGHTS/LEGAL AFFAIRS, ASSOCIATE HUMAN RIGHTS OFFICER IN THE OHCHR / EXECUTIVE OFFICE OF THE HIGH COMMISSIONER**

**Education:**

*Advanced university degree (Master's degree or equivalent) in international law, political affairs or a related area. 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 human rights, international law or political affairs is requested.*

**Languages:**

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

Consultar anexo 6 para otros requisitos, funciones y responsabilidades de la plaza de JPO.

**6.- JPO IN ASSOCIATE PROGRAMME MANAGEMENT OFFICER IN THE UNITED NATIONS OFFICE FOR OUTER SPACE AFFAIRS / SPACE APPLICATIONS SECTION**

**Education:**

*Advanced university degree in management, engineering, geographic information systems, data analytics or related field*

**Work experience:**



*Earth observation or geographic information systems, advisory support to developing countries Additional studies and/or practical experience of work in a field related to strategic planning, programme management, and data analytics is desirable.*

**Languages:**

*English and French are the working languages of the UN Secretariat. For this position, fluency in English, French and/ or any other required language is required. Knowledge of another UN official language is an advantage.*

Consultar anexo 7 para otros requisitos, funciones y responsabilidades de la plaza de JPO.

**7.- JPO IN WATER ASSOCIATE EXPERT IN THE WATER TECHNICAL ADVISORY UNIT OF UN-WATER**

**Education:**

*Advanced university degree (master's degree or equivalent) in water resources management or a field relevant to the environment and/or international affairs, governance, and policy (environmental studies, environmental economics, sustainable development and environmental governance). A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.*

**Work experience:**

*Experience in water and sanitation related issues would be an asset. Experience in managing water-related networks is considered an advantage. At least four years work experience at the national level (or two years at the international level) are required. Professional background in international affairs and multilateral cooperation would be an asset.*

**Languages:**

*For this position, fluency in English is required. Proficiency in another UN official language would be an asset.*

Consultar anexo 8 para otros requisitos, funciones y responsabilidades de la plaza de JPO.

**8.- JPO IN WOMEN'S POLITICAL PARTICIPATION AND GENDER NORMATIVE FRAMEWORKS IN THE UN WOMEN ARAB STATES**

**Education:**

*Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, and/or a related field is required, 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. A project/programme management certification would be an added advantage*

**Work experience:**



*At least 2 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building. Experience in the political and normative framework thematic areas are an asset.*

**Languages:**

*Fluency in English is required. Knowledge of the other UN official working language is an asset. Knowledge of Arabic is an asset.*

Consultar anexo 9 para otros requisitos, funciones y responsabilidades de la plaza de JPO.

**9.- JPO IN ASSOCIATE DONOR RELATIONS OFFICER IN THE UNHCR**

**Education:**

*Master's degree or equivalent in International Relations, Political Science, Social Sciences, Journalism, Communication, Public Policy, or other relevant field.*

**Work experience:**

*3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree.*

*Experience in external engagement with donors, UN agencies, partners, governments. Professional work experience in field operations. Knowledge of UNHCR's operational arrangements, its relief programmes, the funding needs and priorities.*

**Languages:**

*Fluency in English is required. Excellent drafting skills in English and Spanish are essential. Knowledge of Portuguese would be an asset.*

Consultar anexo 10 para otros requisitos, funciones y responsabilidades de la plaza de JPO.

**10.- JPO IN ASSOCIATE FIELD OFFICER IN THE UNHCR**

**Education:**

*Master's degree or equivalent in Law, Political Science, or other relevant field.*

**Work experience:**

*3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree.*

**Essential**

*Field experience.*

**Desirable**

*Knowledge of refugee law. Good knowledge of UNHCR's programmes..*

**Languages:**



*Fluency in English and Spanish is required.*

Consultar anexo 11 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 provisional 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.

Después del periodo de subsanación, dicha lista constará de un número máximo de 10 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 10 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 la Subdirección General 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. Don Gonzalo Sans Sánchez, Subdirector Adjunto de la Subdirección General de Organismos Internacionales.
3. Doña Pilar Bernabé Berges, Jefa de Servicio de la Oficina de Derechos Humanos.
4. Doña Elvira Vara Ozores, Jefa de Área de la Subdirección General 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](mailto: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 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

<sup>1</sup> 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.



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 20 de enero de 2026 hasta el 02 de febrero de 2026 (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, cuando proceda. Una vez transcurrido el plazo de subsanación, se publicará en la página web del MAEUEC la lista definitiva de admitidos 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	
<b>Nombre</b> <i>Name</i>	
<b>Apellidos</b> <i>Surname</i>	
<b>Núm. DNI</b> <i>ID Card No.</i>	
<b>Fecha nacimiento</b> <i>Birth date</i>	
<b>Domicilio</b> <i>Address</i>	
<b>Localidad y CP</b> <i>Locality and ZIP code</i>	
<b>Nacionalidad</b> <i>Nationality</i>	
<b>Teléfono</b> <i>Phone number</i>	
<b>Correo @</b> <i>E-mail</i>	

JPO SOLICITADOS (por orden de preferencia y únicamente hasta un máximo tres solicitudes)	
<b>PUESTO</b> <i>Ranking</i>	<b>NOMBRE JPO (Selecciona del desplegable)</b> <i>JPO TITLE</i>
1	
2	
3	



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>

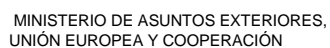


**OTROS CURSOS / DIPLOMAS**  
**OTHER COURSES / CERTIFICATES**


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



<b>Tipo de empleo</b> <i>Job type</i>		
<b>Centro de Trabajo</b> <i>Company</i>	<b>Destino</b> <i>Duty Station</i>	<b>Período</b> <i>Duration</i>
<b>Tipo de empleo</b> <i>Job type</i>		
<b>Centro de Trabajo</b> <i>Company</i>	<b>Destino</b> <i>Duty Station</i>	<b>Período</b> <i>Duration</i>
<b>Tipo de empleo</b> <i>Job type</i>		
<b>Centro de Trabajo</b> <i>Company</i>	<b>Destino</b> <i>Duty Station</i>	<b>Período</b> <i>Duration</i>
<b>Tipo de empleo</b> <i>Job type</i>		
<b>Centro de Trabajo</b> <i>Company</i>	<b>Destino</b> <i>Duty Station</i>	<b>Período</b> <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: [dg.nnuuddhh@maec.es](mailto:dg.nnuuddhh@maec.es) o al Delegado de Protección de Datos: [dpd@maec.es](mailto:dpd@maec.es), y presentar reclamación ante la AEPD ([www.aepd.es](http://www.aepd.es)).

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## 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 IN FINANCE FOR SUSTAINABLE DEVELOPMENT IN DESA/FINANCING FOR SUSTAINABLE DEVELOPMENT OFFICE

TERMS OF REFERENCE – 24P049  
Junior Professional Officer (JPO)

#### I. General Information

---

Title: JPO in Finance for Sustainable Development

Sector of Assignment: Financing for Sustainable Development, economic policy analysis

Organization/Office: DESA/Financing for Sustainable Development Office

Duty Station: New York, USA  
[Non-Family Duty Station: No]

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

#### II. Supervision

---

Direct Supervision  
Management level staff and the Director of the Office.

Title of Supervisor:  
Chief of Branch and/or the Director of the Financing for the Sustainable Development Office

Content and methodology of supervision:  
Establishment of a Work Plan: During the first month of the assignment, the Associate Expert 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 Associate Expert and his/her supervisor. Regular meetings (at least weekly with supervisor), as well as team meetings at least every two weeks. Guidance and support on ongoing tasks and feedback on completed assignments. Formal performance appraisal on a yearly basis following established UN performance evaluation cycle.

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

#### III. Duties, Responsibilities and Output Expectations

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Sustainable Development Financing:



- Assist with the substantive work in preparation of the Fourth International Conference on Financing for Development (FFD4), in particular related to reform of the International Financial Architecture (IFA) including public development banks, leveraging instruments for debt and sovereign borrowing, strengthening international public finance, making the global financial safety net more inclusive and resilient, and devising policy options to improve sustainable development finance including through blended and private finance, for the benefit of all countries and in service of the 2030 Agenda for Sustainable Development and related principles and goals.
- Provide inputs and coordinate materials such as speeches, talking points and background notes for senior officials, including the Under-Secretary-General for Economic and Social Affairs, the Deputy Secretary-General, and the Secretary-General of the United Nations.
- Draft focused and time sensitive inputs for technical papers and other background materials on priority areas of the Secretary-General including global macroeconomic issues, fragmentation, and the financial implications of geopolitical challenges for developing and middle-income countries.

Intergovernmental support:

- Provide substantive support to the General Assembly and ECOSOC including up to five preparatory meetings and FFD4 itself.

General:

- Prepare presentations and other briefing materials for senior staff.
- Perform other related duties as required, including organizational tasks needed in support of work programme delivery for the office.

#### IV. Qualifications and Experience

*Education:*

Advanced university degree in economics, development finance, public finance, public policy, 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 two years of professional level experience in development finance, economic research and analysis or related area. Experience in sustainable development, macroeconomic research and/or public financial institutions is desirable. Excellent drafting and communication skills required.

*Languages:*

English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

*Other skills:*



Computer skills (MS Office). Strong numerical and quantitative skills, including applied econometric analysis, an asset.

*UN competencies:*

**PROFESSIONALISM:** Knowledge of the Financing for Development and the 2030 Sustainable Development Agendas; familiarity with the UN work in the area of financing for development; familiarity with relevant activities of other international organizations and country groupings, such as G20, OECD, World Bank, IMF; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, ability to produce reports, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

**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.

*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 Associate Expert will be familiar with and will be able to carry out the following duties:

- In-depth knowledge of Financing for Sustainable Development related intergovernmental and strategic priority areas of member States and the United Nations and required strategies to support implementation of the 2030 Agenda for Sustainable Development and the Addis Ababa Action Agenda.
- Expertise in the fields of IFA reform and strengthening inclusiveness and resilience of governance and policy measures in support of the SDGs.
- Understand the complex political agendas that underlie Financing for Development as a global multi-stakeholder process.



- Draft technical papers, analytical studies, speeches and presentations on the above-mentioned topics.
- Prepare and undertake representation work targeted to differing audiences.
- Liaise effectively with counterparts in other relevant UN agencies, international and regional organizations.
- Draft materials according to UN standards.

## **VI. Background Information**

This position is in the Department of Economic and Social Affairs (DESA), Financing for Sustainable Development Office (FSDO) in New York.

The Financing for Sustainable Development Office (FSDO) provides coherent and integrated support to Member States to unlock financing and other means of implementation for the 2030 Agenda and Sustainable Development Goals. The Office promotes financing solutions for a sustainable world by:

- Serving as a global focal point for coherent, effective, inclusive and fully integrated substantive and organizational support to the financing for development processes overseen by the UN Economic and Social Council (ECOSOC) and General Assembly (GA), such as the follow-up and review of the Addis Ababa Action Agenda and preparations for the Fourth International Conference on Financing for Development;
- Preparing action-oriented policy analysis and concrete proposals and recommendations on financing for sustainable development and means of implementation, drawing on the strengths of inter-agency expertise and the experience of the United Nations development system;
- Contributing to the United Nations' coordinated approaches on global financial issues, including through support to the United Nations engagement with the Group of Twenty;
- Serving as the United Nations' hub for work on international development cooperation and international cooperation in tax matters, and related capacity development programmes to support developing countries efforts to mobilize resources for the 2030 Agenda.

The Office ensures that the intergovernmental processes on financing for development work in a coherent and consensus-driven manner. It serves as the coordinator and substantive editor of the annual flagship report: Financing for Sustainable Development Report of the Inter-Agency Task Force on Financing for Development, provides support to the Secretary-General in coordinating the participation of United Nations representatives in the G20 processes, as well as other global economic and financial institutions and fora and support the delivery of the Secretary-General's Financing for Sustainable Development Strategy.



## ANEXO 3

### ***JPO IN PROGRAMME MANAGEMENT IN UNITED NATIONS / RESIDENT COORDINATOR SYSTEM (RCS)***

TERMS OF REFERENCE – 25P054  
Junior Professional Officer (JPO)

#### **I. General Information**

---

Title:  
JPO in Programme Management

Sector of Assignment: Programme Management/Development Coordination

Organization/Office: United Nations / Resident Coordinator System (RCS) / Development Coordination Office (DCO) / Front Office of the ASG for Development Coordination

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 specifically indicated in the TORs.

#### **II. Supervision**

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Direct Supervision by:  
Outreach and Resource Mobilization Officer, OASG, DCO  
Title of Supervisor:  
Outreach and Resource Mobilization Officer, OASG, DCO

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 be part of the weekly Front Office Team Meeting and will have a weekly bilateral meeting with his/her supervisor.

#### **III. Duties, Responsibilities and Output Expectations**

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Support partnerships and resource mobilization for the Special Purpose Trust Fund for the Resident Coordinator system:

- Research and analysis of donor strategies and priorities
- Research and analysis of funding trends to the UN development system vis-à-vis voluntary contributions to the SPTF
- Collect and compile data for reporting on the SPTF on the three contribution streams
- Support negotiation processes of contribution agreements and reporting
- Contribute and provide input to inform the outreach and resource mobilization strategy including regional chapters
- Support consultations with regional colleagues to this effect
- Support preparation of donor and Member State meetings and donor conferences
- Support drafting outreach correspondence to donors on contributions to the RC system
- Support creation of public materials for donors including visuals in liaison with the DCO communications team
- Support research and preparation on the levy funding stream of the SPTF and the Funding Compact o Support partnerships and training initiatives with donors

Any other duties as required within the Front Office

#### **IV. Qualifications and Experience**

---

*Education:*

Advanced university degree (Master's degree or equivalent) in public administration, international relations, business management or similar. 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 public administration, international relations, resource mobilization and fundraising, business management or civil society organizations.

*Languages:*

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

*Other skills:*

Data management and analysis

*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.

#### *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/be able to manage partnerships with government, international organizations, private sector and other partners; support budgetary processes and resource mobilization strategies; understand the links and implications between funding and partnerships behavior with UN effectiveness, efficiency and coherence; undertake research and strategic analysis; etc

## **VI. Background Information**

The JPO will be working in the Office of the Assistant Secretary-General for Development Coordination in the UN Development Coordination Office, in support of fundraising and resource mobilization for the Resident Coordinator system, and broader policy issues on funding for the UN development system.

The Resident Coordinator system relies on a hybrid funding structure, consisting of voluntary contributions, contributions from UN development system entities, and a coordination levy applied to certain project funding provided by donors. Funding through all three funding streams goes into the Special Purpose Trust Fund (SPTF), administered



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DIRECCIÓN GENERAL DE  
NACIONES UNIDAS, ORGANISMOS  
INTERNACIONALES Y DERECHOS  
HUMANOS

by the Development Coordination Office (DCO). The funding model was adopted in General Assembly Resolution 72/279.



## ANEXO 4

### **JPO IN HUMAN RIGHTS, ASSOCIATE HUMAN RIGHTS OFFICER (LEGAL) IN THE OFFICE OF THE HIGH COMMISSIONER FOR HUMAN RIGHTS / HUMAN RIGHTS INQUIRIES BRANCH**

#### TERMS OF REFERENCE

Junior Professional Officer (JPO)

#### **I. General Information**

---

Title: JPO in Human Rights, Associate Human Rights Officer (LEGAL)

Sector of Assignment: Human Rights

Organization/Office: United Nations / Office of the High Commissioner for Human Rights / Human Rights Inquiries Branch

Duty Station: Geneva, Switzerland

Non-Family Duty Station: 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**

---

Direct Supervision

Sun Kim

Title of Supervisor:

Acting, Chief of Judicial Cooperation and Accountability Section of HRIB

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 have a weekly meeting with their supervisor, as well as weekly meetings with the Section and the Branch.

#### **III. Duties, Responsibilities and Output Expectations**

---



Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Conducts analysis and research on various legal matters pertaining to HRIB-supported activities;
- Drafts legal and analyses and ensures consistency of findings, conclusions and recommendations, applicable law and information gathered;
- Conducts information review under the guidance of the Chief of Section, including interviews and the collection and analysis of open sources material and satellite imagery;
- Assists in the assessment for further analysis and potential uses for accountability purposes of investigativematerials maintained by HRIB;
- Drafts legal research, analysis, reports, memoranda, etc. as assigned.
- Performs other duties as assigned.

#### IV. Qualifications and Experience

---

*Education:*

Advanced university degree (Master's degree or equivalent) in law, human rights, or related field 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 law, including legal analysis, research and writing is required. Experience working with an accountability mechanism at the national or international level 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.

*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.

*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 contributed to the mandate implementation of the Human Rights Inquiries Branch through the promotion and protection of human rights within its area of responsibility; assisted in providing guidance on relevant legal, policy and thematic issues; contributed to human rights investigations and related accountability processes, in accordance with established UN Secretariat and OHCHR frameworks by assisting in legal and policy guidance; ensure gender mainstreaming in all activities; assisted in and drafted briefings, interview notes and analytical legal documents as required; contributed to building key contacts and partnerships to ensure effective dialogue/exchange on human rights issues.

## **VI. Background Information**

The Human Rights Inquiries Branch provides a dedicated core capacity for an integrated, coherent, and consistent approach for investigations and accountability by providing comprehensive backing to the full range of investigative work undertaken to support the High Commissioner's mandate. The Human Rights Inquiries Branch consolidates organizational capacities to deliver, advise, and support human rights investigative work of all types.

The Junior Professional Officer will work within the Judicial Cooperation and Accountability Section to support all areas of work on legal analysis and accountability and supporting the office in responding to requests for assistance from competent jurisdictions. They will also assist the Section and Branch on building and strengthening partnerships with key partners working on accountability related issues.

Within the Human Rights Inquiries Branch, the Judicial Cooperation and Accountability Section is responsible for legal analysis of information collected for accountability purposes and held under authority of the High Commissioner, including archival material from concluded independent investigations.



## ANEXO 5

### JPO IN PROGRAMME ANALYST IN THE UNDP INCLUSIVE GROWTH TEAM

#### TERMS OF REFERENCE

Junior Professional Officer (JPO)

#### I. General Information

---

Title: Programme Analyst

Sector of Assignment: Economist, mathematician, statistician, social sciences

Organization/Office: United Nations Development Programme (UNDP), Inclusive Growth Team

Duty Station: Panama

Duration:

1 year FTA, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement.

#### II. Duties, Responsibilities and Output Expectations

---

The JPO will be responsible to contribute to the Inclusive Growth Team at the Regional Hub to enhance the support provided to the LAC countries on innovative poverty measures, data management, analysis and report writing to provide solid information for policy making. The role of the JPO is critical for the organization, which is committed to the highest level of transparency and accountability towards achieving the results set forth in the Strategic Plan.

Specifically, the JPO will:

- Consolidate, process and analyze datasets of household survey data to support the estimation and analysis of multidimensional measures (in topics of poverty, vulnerability, resilience, energy, digitalization);
- Support the proposal design of innovative multidimensional measures using data different from household surveys;
- Support the technical assistance brought to countries on the analysis, design and implementation of multidimensional measures, as well as monetary poverty;
- Communicate UNDP results through reports, websites, presentations and other communication channels;
- Support other deliverables of the team, including evaluations.

In more details:

1) Processing and analysis of household surveys for estimating multidimensional poverty and vulnerability indexes (MPI/MVI) using the Alkire and Foster methodology:



- Process household surveys to estimate consistent indicators contained in the MPI/MVI
  - Estimate MPI/MVI aggregate results.
- 2) Analysis of MPI/MVI estimates:
- Statistical robustness analysis of intermediate and aggregated indicators
  - Analysis of results, exploring microsimulations with MPI
- 3) Communication of results through documents, reports, presentations and other communication channels:
- Report writing of results of the analysis of the MPI/MVI estimates.
  - Preparation of presentations with analysis results
- 4) Support the proposal of innovative multidimensional measures using information different from household surveys:
- Desk review of innovative mechanisms to measure different aspects of the wellbeing.
  - Presentation of proposal of main findings
  - Support the report writing of the proposal of innovative multidimensional measures using information different from household surveys
- 5) Support any other deliverables of the team:
- Preparation of presentations
  - Preparation of reports

### III. Qualifications and Experience

---

#### *Education:*

Master's Degree or equivalent Advanced Degree in economics, mathematics, statistics, quantitative methods, social sciences or related fields.

A first level university degree (bachelor's degree) in the above-mentioned field of study in combination with additional two years of qualifying experience will be given due consideration in lieu of the advanced university degree.

#### *Work experience:*

A minimum of two years of paid working experience in data management, analysis of data and report writing in the areas of human development

Knowledge of statistical packages such as Stata, SPSS, R

Knowledge of poverty measures and indicators' design

Strong writing and communication skills

#### *Languages:*

Spanish and English are required. French is desirable.

### IV. Background Information

---

#### **The UNDP Junior Professional Officer (JPO) Programme:**



The UNDP (United Nations Development Programme) JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.

As a JPO and young professional in UNDP you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.

The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including:

- Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities
- Establishment of a work plan, with clear key results
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives

The JPO will benefit from the following learning and development opportunities:

- Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- On-going Masterclasses on relevant and inspiring themes
- Career development support mechanisms and activities
- Networking with fellow JPOs, young professionals and senior UNDP colleagues
- Mentoring programme
- Other training and learning opportunities

### **Organisational context**

- The Inclusive Growth Team at the UNDP's Regional Hub for Latin America and the Caribbean focuses its actions on identifying, protecting and empowering. To identify the team conducts analysis and studies on poverty, and more technically brings support in the design and implementation of social registries and social programmes information systems, and of Multidimensional Measures that allow for identifying vulnerable and poor population, construct poverty maps and





contribute to the evidence-based policy making. Such multidimensional measures include Multidimensional Poverty Index (MPI), Multidimensional Vulnerability Index (MVI), or in other areas like resilience, energy poverty, digitalization, productivity, among others.

- The JPO will provide technical expertise on data management, analysis and reporting of results, and proposal of innovative ways for measuring poverty and other areas of the wellbeing.



## ANEXO 6

### JPO IN HUMAN RIGHTS/LEGAL AFFAIRS, ASSOCIATE HUMAN RIGHTS OFFICER IN THE OHCHR / EXECUTIVE OFFICE OF THE HIGH COMMISSIONER

#### TERMS OF REFERENCE

Junior Professional Officer (JPO)

#### I. General Information

---

Title: JPO in Human Rights/legal affairs, Associate Human Rights Officer

Sector of Assignment: Human rights / legal affairs

Organization/Office: United Nations / OHCHR / Executive Office of the High Commissioner

Duty Station:

Geneva, Switzerland

Non-Family Duty Station: 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

---

Direct Supervision by:

BIRGA, Veronica

Title of Supervisor:

TÜRK, Volker, High Commissioner for Human Rights

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

---

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- Support the Chief of Staff to manage various substantive workflows;



- Serves as a focal point (thematic and/or geographic) in the Executive Office and reviews relevant reports and correspondence prepared;
- Prepare and support country visits of the High Commissioner for Human Rights and of the Deputy High Commissioner.

#### IV. Qualifications and Experience

---

*Education:*

Advanced university degree (Master's degree or equivalent) in international law, political affairs or a related area. 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 human rights, international law or political affairs is requested.

*Languages:*

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

*UN competencies:*

**PROFESSIONALISM:** Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations;

**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.



### *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 successfully supported a United Nations principal in the discharge of their functions, in particular their engagement with Member States and other actors. The JPO will have learned how to review public and confidential information with a critical eye, with the sole interest of the United Nations mandate in mind.

## **VI. Background Information**

---

The Office of the United Nations High Commissioner for Human Rights (OHCHR, approximately 1,900 staff in Geneva, New York, and about 60 field presences) is the leading UN entity on human rights, representing the world's commitment to the promotion and protection of the full range of human rights and freedoms set out in the Universal Declaration of Human Rights. Both the High Commissioner and the Office have a unique role to:

- Promote and protect all human rights: by speaking out objectively in the face of human rights violations and help elaborate the standards that are used to evaluate human rights progress worldwide;
- Help empower people: through research, education, and advocacy activities, OHCHR contributes to the increased awareness and engagement by the international community and the public on human rights issues. This means thousands of people in all regions of the world are empowered to claim their rights.
- Assist Governments: Through its field presences, OHCHR helps prevent abuses and contributes to defusing situations that could lead to conflict. OHCHR's monitoring and analysis feeds sensitive decision-making and development programming. OHCHR also provides capacity-building and legal advice to thousands, supporting the development and judicious enactment of laws and policies the world around.
- Inject a human rights perspective into all UN programmes: through the mainstreaming of human rights into all UN programmes to ensure that peace and security, development, and human rights - the three pillars of the UN - are interlinked and mutually reinforced.



## ANEXO 7

### JPO IN ASSOCIATE PROGRAMME MANAGEMENT OFFICER IN THE UNITED NATIONS OFFICE FOR OUTER SPACE AFFAIRS / SPACE APPLICATIONS SECTION

#### TERMS OF REFERENCE

Junior Professional Officer (JPO)

#### I. General Information

---

Title: JPO – Associate Programme Management Officer

Sector of Assignment: Programme Management support, Humanitarian Affairs, Space Technology

Organization/Office: United Nations Office for Outer Space Affairs / Space Applications Section

Duty Station:

Vienna, Austria

Non-Family Duty Station: No

Duration:

2 years

#### II. Supervision

---

Direct Supervision by:

Programme Management Officer, Chief Space Applications Section

Content and methodology of supervision:

Initial introductory briefing on background and work of the Office; discussion and direction on assignments, including regular follow-up consultations and feedback (as often as needed); continuing work-related interaction with other professional staff of Office through staff meetings and ad hoc meetings; periodic evaluations with the Programme Management Officer and Director of the Office.

Establishment of a Work Plan: within the first three 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 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

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The duties of the JPO would include *inter alia* the following:



- Contributing to facilitate the use of space-based information, services, and products by government agencies and stakeholders with a focus on emerging countries.
- Supporting the organization of in-house conferences, expert meetings, workshops and training on relevant topics related to, inter alia, disaster management and emergency response, small satellites, hypergravity and microgravity experimentation, application of space technologies to the Sustainable Development Goals, in particular, concerning matters related with water management and oceans.
- Contributing to the preparation and implementation of advisory missions to selected countries.
- Support the design and delivery of capacity-building and outreach activities to promote awareness, understanding and national-level implementation of UNOOSA activities, including: i) concept notes and curricula for training events; ii) background research on operational practices, policies and technical standards; iii) support the development of training materials, guidelines, and toolkits.
- Assist in activities and research related to space traffic coordination, including background analysis, preparation of technical materials and coordination of inputs for COPUOS and inter-agency processes.
- Contributing to the drafting and editing of technical documents.
- Performs other duties as assigned.

#### **IV. Qualifications and Experience**

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*Education:*

Advanced university degree in management, engineering, geographic information systems, data analytics or related field.

*Work experience:*

A minimum of 2 years of Earth observation or geographic information systems, advisory support to developing countries Additional studies and/or practical experience of work in a field related to strategic planning, programme management, and data analytics is desirable.

*Languages:*

English and French are the working languages of the UN Secretariat. For this position, fluency in English, French and/ or any other required language is required. Knowledge of another UN official language is an advantage.

*Other skills:*

Should be fully computer literate. Proficiency in the usage of office software packages (MS Word, Excel, PowerPoint, etc.) is required and knowledge of spreadsheet and database packages is desirable.



*UN competencies:*

**PROFESSIONALISM:** Ability to identify issues, analyze and participate in the resolution of issues/problems. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to identify and resolve budgetary problems and identify sources for data collection. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

**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; demonstrates openness in sharing information and keeping people informed.

**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; 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; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## **V. Learning Elements**

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On completion of the assignment, the JPO would:

- Have gained a substantive knowledge and understanding of the benefits of the applications of space science and technology for sustainable development, as well as the numerous activities undertaken to promote such applications under the auspices of UNOOSA.
- Be able to confidently interact at an international diplomatic level with representatives of Member States, international intergovernmental and non-governmental organizations, national space-related agencies, associations and industry.



## ANEXO 8

### JPO IN WATER ASSOCIATE EXPERT IN THE WATER TECHNICAL ADVISORY UNIT OF UN-WATER

#### TERMS OF REFERENCE

Junior Professional Officer (JPO)

#### I. General Information

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Title: UN-Water Associate Expert

Organization/Office: UN-Water, UN-Water Technical Advisory Unit

Duty Station: Geneva, Switzerland

Duration: 2 years with the possibility of extension for a third year

#### II. Supervision

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##### Content and methodology of the supervision

Type of the supervision:

- The UN-Water Technical Advisory Unit (TAU) will introduce the JPO to the role and activities of UN-Water in the field of water and sanitation, Sustainable Development Goal (SDG) 6, and other water and sanitation related goals and targets in the 2030 Agenda for Sustainable Development.
- The first appraising officer will introduce the JPO to UN-Water's work on strengthening a UN system-wide approach to water and sanitation, including UN-Water's work on the 2026 and 2028 UN Water Conferences.
- The JPO will be given background materials to familiarize herself/himself with the UN-Water history and status, the recent relevant UNGA resolutions, the operational structure, and UN-Water Members and Partners. She/he will also receive relevant information on SDG 6 and other water and sanitation related goals and targets in the 2030 Agenda for Sustainable Development, as well as the process for the High-Level Political Forum and the related SDG 6 in-depth review scheduled for July 2026. Core to this material will be linking the UN Water Conferences and the UN System-wide Strategy, as well as the SDGs process in its entirety, with a special focus on strengthening the global water agenda within UN, regional and country level efforts.
- The first appraising officer will have regular meetings with the JPO, giving guidance for problem solving and assistance in identifying opportunities to gain experience. The JPO will also participate in the weekly coordination meetings of the UN-Water TAU.
- The JPO's workplan and objectives will be agreed on annual basis. They will be reviewed mid-year and at the end of the year. The JPO will be expected to grow professionally and become able to progressively work more independently during the JPO experience.





- There will be an annual Performance Results Assessment for the JPO. This will be first done by the first appraising officer, and supported by the second appraising officer, i.e. the Chief Technical Adviser

### III. Duties, Responsibilities and Output Expectations

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1. Support the implementation of the UN System-wide Strategy for Water and Sanitation at large:
  - Assist in coordination and information sharing on all Priority Collaborative Actions as well as Contributing Actions of the Strategy's Collaborative Implementation Plan within the UN-Water family, providing substantive technical support to UN-Water Members and Partners;
  - Support the organization of the SDG 6 Special Event on the margins of the High-Level Political Forum by developing concept notes with clear objectives, identifying speakers and support follow-up.
2. Support preparations for the 2026 and 2028 UN Water Conferences and the establishment of linkages between the processes:
  - Support the preparations for the 2026 Conference and the relevant activities in the UN-Water's Work Programme;
  - Support the analysis and follow-up of outcomes from the 2026 Conference and how they contribute to SDG 6 implementation as well as the Strategy implementation;
  - Support the development of interlinkages between the 2026 Conference and the 2028 Conference that marks the end of the Water Action Decade 2018-2028.
3. Support UN-Water regional and country level engagement:
  - Assist in coordination and information sharing among relevant UN-Water regional and country level engagement initiatives, including the UN-Water Capacity Development Initiative on SDG6, and the Road Map for the Human Rights on Water and Sanitation;
  - Support generation of regional and country level knowledge products, including the SDG 6 Acceleration Case Studies;
  - Assist in undertaking regional and country level activities, including advocacy for the inclusion of water-related issues into other sectors' activities.
4. Support UN-Water initiatives and publications:
  - Provide support to UN-Water initiatives, including the Task Force on Innovation, the World Water Day and World Toilet Day campaigns, and the UN Synthesis Report on SDG 6;
  - Assist the preparation of UN-Water related reports in response to the requirements of the General Assembly, the Secretary General and other governing bodies, as necessary;
  - Support the organization of UN-Water events as needed, including the biannual UN-Water Meetings.



5. Support outreach to other sectors and their organizations:

- Monitoring events, papers, declarations from other water-related sectors to integrate water messages.

### Output expectations

The work of the Junior Professional Officer will contribute to the achievement of the following outputs:

- Advanced implementation of the UN System-wide Strategy for Water and Sanitation to further stronger coordination among the UN entities and provide more streamlined support to countries.
- Preparation of UN-Water inputs and coordination of Members and Partners for the 2026 UN Water Conference.
- Follow-up for the 2026 Conference initiated and linked to the preparations of the 2028 Conference.
- Strengthened UN-Water initiatives and activities, with particular focus on the System-wide Strategy.
- Participation of UN-Water Members and Partners in relevant processes relating to both the 2026 and 2028 UN Water Conferences.

### Travel

A minimum amount of USD 3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities, subject to possible public health restrictions.

Travel support for missions envisaged during first two years of assignment.

## IV. Qualifications and Experience

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### *Education:*

Advanced university degree (master's degree or equivalent) in water resources management or a field relevant to the environment and/or international affairs, governance, and policy (environmental studies, environmental economics, sustainable development and environmental governance). A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### *Work experience:*

Experience in water and sanitation related issues would be an asset. Experience in managing water-related networks is considered an advantage. At least four years work experience at the national level (or two years at the international level) are required. Professional background in international affairs and multilateral cooperation would be an asset.

### *Languages:*

For this position, fluency in English is required. Proficiency in another UN official language would be an asset.



### *Competencies*

The suitable candidate should have:

- Teamwork: should be able to work in collaboration with colleagues; solicits guidance where appropriate from her/his superior.
- Creativity: not bound by current thinking or traditional approaches and seeks to consider new ideas and approaches to problem solving.
- Proficiency in Windows, MS Office suite and skills in developing animated PowerPoint presentations, Excel worksheets and databases.

## **V. Learning Elements**

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After half a year, the JPO is familiar with UN-Water and its work on advancing SDG 6. The UN System-wide Strategy and the UN 2026 Water Conference process are familiar to the JPO and she/he can assist the team, including consultants, in working with relevant stakeholders.

After two years, the JPO is able to understand how water and sanitation related issues inform policy processes such as the SDGs process on country, regional and global levels.

As the UN-Water Technical Advisory Unit is administered by UNOPS, the JPO will be required to complete all UNOPS mandatory training courses.

The JPO can also participate in one off-site training course that is relevant to her/his area of work.

## **VI. Background Information**

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UN-Water is the United Nations (UN) inter-agency coordination mechanism for all freshwater related issues, including sanitation. The High-Level Committee on Programmes (HLCP) established UN-Water in 2003 in response to the need for strengthened coordination of United Nations' work on water and sanitation related issues. UN-Water currently includes more than 36 Members (UN entities) and more than 50 Partners (non-UN system actors).

For the international community, the coming years will be critical to solve the water and sanitation crisis. Although Sustainable Development Goal 6 (SDG 6) – 'to ensure availability and sustainable management of water and sanitation for all by 2030' – supports many of the other 16 SDGs, the world is off-track and the challenges are unprecedented and growing. To respond to the need for an immediate and integrated global response to rapidly improve progress on SDG 6, in July 2024 the UN system launched the UN System-wide Strategy for Water and Sanitation, which builds on the SDG 6 Global Acceleration Framework – a unifying initiative that involves all sectors of society to speed up progress by improving support to countries. Through the Strategy, the UN system and its multi-stakeholder partners, driven by country demand and coordinating through UN-Water, unify the international community's support to countries for SDG 6.



MINISTERIO DE ASUNTOS EXTERIORES,  
UNIÓN EUROPEA Y COOPERACIÓN

SECRETARÍA DE ESTADO DE  
ASUNTOS EXTERIORES Y  
GLOBALES

DIRECCIÓN GENERAL DE  
NACIONES UNIDAS, ORGANISMOS  
INTERNACIONALES Y DERECHOS  
HUMANOS

As UN-Water aligns its strategy toward achieving SDG 6, one emerging area where it is well-positioned to play an important role is to provide support to the delivery of SDG 6 at the country-level.



## ANEXO 9

### JPO IN WOMEN'S POLITICAL PARTICIPATION AND GENDER NORMATIVE FRAMEWORKS IN THE UN WOMEN ARAB STATES

#### TERMS OF REFERENCE

Junior Professional Officer (JPO)

#### I. General Information

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Title: Women's Political participation, and gender normative frameworks

Organization/Office: UN-WOMEN, RO Arab States

Duty Station:  
Cairo, Egypt

Duration:

1 year (with possible extension for another one to two years)

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

#### II. Supervision

---

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 the direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and supervisor

Evaluation:

The Performance Management and Development (PMD) tool will serve as a primary platform to evaluate of the JPO's performance.

Training components:

- Participation in a UN Women Induction Course in New York or remotely if applicable.
- UN Women mandatory online training courses
- Access to online training and learning resources of the Learning Management System to develop management skills as well as knowledge in specific technical areas in line with the individual learning plan developed annually with the supervisor
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide

#### III. Duties, Responsibilities and Output Expectations

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1. Provide general administration and operations support to the WPP regional portfolio in compliance with UN Women rules, regulations, policies, and strategies



- Coordinate and supervise financial and administrative work in the regional portfolio;
  - Assist in the development of programmer's work and budget plans (including procurement and HR plans) and provide support for monitoring programme budget in terms of expenditures according to the work plan;
  - Support the organization and logistical arrangements of regional conferences, workshops, and events;
  - Lead and coordinate the travel arrangements for the regional portfolio, including creation and management of travel requests and security clearances through internal UN Women online systems (i.e., UNALL and Quantum) for programme staff members, consultants and partners participating in missions and workshops, as needed;
  - Support the coordination efforts of the programme, ensuring the flow of information with partners as needed; arranging for meetings with stakeholders and drafting minutes of meetings as requested;
  - Oversee protocol matters, registration of the regional programme hired Consultants in UN Women online systems, release of their scheduled payments, and other administrative matters;
  - Support preparation and organization for the processes of call for proposals/procurement quotations;
  - Drafting formal correspondence, in both Arabic (apply translation services) and English;
2. Support financial oversight, management and monitoring of the WPP regional programme
- Coordinate and lead the revision of programme budget plans and maintain a close oversight and monitoring of programme financial status and expenditures;
  - Manage the financial reporting of the programme to meet financial requirements with all the programme donors;
  - Monitor regular transactions posted to projects ensuring actual expenditure has been recorded against the correct Chart of Account (COA) and budget category, and take timely corrective actions as required;
  - Support quarterly financial reporting submitted by implementing partners of the programme, including following up on Face Forms, release of advances and liquidations. Conducting quality assurance on implementing partners' submissions, together with the Programme Manager and Programme Analyst, undertaking verifications and spot checks as needed to validate the proper use of financial resources by implementing partners, and providing guidance to implementing partners on financial matters and reporting requirements to ensure compliance with UN Women rules and regulations and support liquidations;
  - Initiate and monitor payment processes to the consultants of the programme;
  - Creating e-requisitions in Quantum for the programme expenditures and register of goods/services receipt in Quantum;
  - Prepare non-PO invoices as needed;



- Monitor and properly follow up all the financial items related to Month-end and Year-end closure instructions status and under the guidance of supervisors and the ROAS Operations team, take correct actions as required;
  - Provide information input to financial reports for the Regional Office, HQ Finance and stakeholders.
  - Provide input and take necessary actions to facilitate timely operational and financial project closure.
  - Draft Results Based Monitoring reports to input to PRISM on a quarterly basis.
3. Coordinate and organize procurement processes for the WPP programme
- Provide substantive input for the preparation of procurement plans for the programme and contribute to monitoring their implementation;
  - Generate procurement related to the delivery of event management, translation services, reports; research and draft responses to enquiries;
  - Review procurement requests and initiate procurement procedures for the programme and project equipment, supplies and services;
  - Organize and manage procurement activities and processes, including preparation and conduct of Request for Quotations, Invitations to Bid or Requests for Proposals, and the opening and evaluation of tenders;
  - Coordinate contract negotiations, and prepare request for award of contract for the review and approval of relevant authorities, as required;
  - Coordinate and supervise the dispatch of Purchase Orders (PO) and contracts in and outside Quantum; ensure accuracy of POs;
4. Support for knowledge management and information sharing of the WPP programme
- Participation in workshops and trainings as requested by the supervisors;
  - Coordinate Community of Practices for both WPP and Disability Inclusion;
  - Coordinate preparation of WPP quarterly brief with country offices.
5. Gender Norms
- Support annual regional preparation of CSW convenings in Arab states and inputs of the Africa regional CSW convening including fact checks and drafting of related policies and declarations; and the annual review of laws under the Gender Justice Initiative (GJI) programme with UNDP, UNESCWA and UNFPA;
  - Support preparations for GJI presentations to UNCTs across the region;
  - Facilitate quarterly exchanges with CSO (Feminist Network) partners and monitoring

#### **IV. Qualifications and Experience**

---

##### *Education:*

Master's degree or equivalent in social sciences, human rights, gender/women's studies, international development, and/or a related field is required, 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. A project/programme management certification would be an added advantage

*Work experience:*

At least 2 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building. Experience in the political and normative framework thematic areas are an asset.

*Languages:*

Fluency in English is required. Knowledge of the other UN official working language is an asset. Knowledge of Arabic is an asset.

*Competencies:*

**Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

**Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:

[https://www.unwomen.org/en/about-us/employment/application-process#\\_Values](https://www.unwomen.org/en/about-us/employment/application-process#_Values)

**Functional Competencies**

- Good programme formulation, implementation, monitoring and evaluation skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Good knowledge of LNOB inclusion -with a focus on inclusion of persons with disabilities-
- Good knowledge of international normative frameworks pertaining to women's rights.
- Ability to identify and analyze trends, opportunities and threats to fundraising

**V. Learning Elements**

On completion of the assignment, the JPO will have/be able to analyse gender normative frameworks; draft inputs to policy development, manage interagency projects from a





RBM perspective; report on initiatives and draft speeches and reports for senior management and development partners. In addition to strengthening of UN Women competencies skills set, in particular those listed below, the JPO will also learn/acquire some of the following:

- Programme management (procurement, financial, recruitment of consultants)
- Prepare community of practice learning exchanges on WPP and disability inclusion (DI)
- Coordinate regional convenings (external and internal) and WPP briefs
- Research on WPP and DI

## VI. Background Information

UN Women Arab States' Governance portfolio covers gender norms; discriminatory legislation; disability inclusion, women's political participation and leadership under the Strategic Note 2026-2029 following Outcome and Organizational Effectiveness and Efficiency

Outcome 3.1: Governments, and Institutions and organisations in the Arab States accelerate the implementation of global and regional gender norms, standards, laws, and policies, supported by high-quality, comparable data on the Beijing Declaration and Platform for Action, CEDAW, Agenda 2030 (particularly SDG 5), the Cairo Declaration for Arab Women, the Gender Justice and Equality Before the Law Initiative and the Women's Political Participation Regional Strategy

### AND

OEE 4: Empowered People: UN-Women with its unique and empowering organizational culture, is an employer of choice with an engaged and highly performing cadre of personnel that embodies UN values.

The position will support work under both outcome 3.1 and OEE 4 with a particular focus on normative frameworks including the Beijing Platform for Action and Development, the Convention on the Rights of Persons with Disabilities, and the Gender Justice and Equality before the Law Initiative as well as programme analytical responsibility covering the full project cycle, project financial management and reporting using results based management model.

The JPO will work under guidance and direct supervision of UN Women's Regional Governance Adviser, and in close cooperation with the team's Programme Associate, and other colleagues from ROAS and UN Women HQ, Country Offices of target countries. She/he will also work in close cooperation with Operations Team and relevant units from ROAS and collaborate with the key partners and constituents as required.



## ANEXO 10

### JPO IN ASSOCIATE DONOR RELATIONS OFFICER IN THE UNHCR

#### TERMS OF REFERENCE

Junior Professional Officer (JPO)

#### I. General Information

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Title: Associate Donor Relations Officer

Organization/Office: UNHCR

Duty Station:

Geneva, Switzerland

Duration :

1 year (with possible extension for another one to two years)

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

Housing/accommodation : Yes

#### II. Supervision

---

The Associate Donor Relations Officer is part of a team that maintains proactive dialogue with governmental donors or UN agencies and organizations, as well as with the regional and local donors aiming at building relationships, raise awareness and mobilize political and financial support for UNHCR's work and priorities.

The incumbent's primary role is pursuing opportunities for donor engagement, strengthening partnerships, sustaining support and fundraising opportunities. Due to the specific nature of these responsibilities, Donor Relations Officer posts are based only in Geneva Headquarters, major donor capitals or Regional Bureaux, s/he with also provide support to counterparts in Field Operations.

S/he is supervised by the Senior Donor Relations Officer and receives guidance from DRRM Chief of Sections and from the Head of Service. S/he may receive indirect guidance from other units within DRRM, Divisions in Headquarters or Regional Bureaux.

#### III. Duties, Responsibilities and Output Expectations

---

- Assist in maintaining close dialogue with, and providing information to, donor governments on UNHCR operations and financial requirements, including in response to donor governments' ad hoc requests for information.
- Keep abreast of UNHCR's operations worldwide, with a specific focus on high-profile and emergency situations, to be able to serve donors' information needs on all aspects of UNHCR's work.



- Assist in identifying and accessing new donors and funding sources as per DRRM strategy.
- Assist in drafting internal and external correspondence, including briefing notes for HC, Head of DRRM to support them in negotiations and follow up of contributions with donors.
- Assist in implementing and reviewing actions and strategies, and maintaining donor profiles and plans.
- Monitor recording and track engagement of contributions and take necessary actions to satisfy donor requirements.
- Help prepare submissions - in collaboration with respective Bureau, Divisions and UNHCR Offices - for specific funding from donors or provide other information donors may require in determining their financial/political support to UNHCR.
- As needed, help Bureaux/Regional Offices/Country Operations with input for their fundraising strategies, in line with DER/DRRM strategic directions.
- Arrange meetings for donors and, where applicable, organize annual bilateral consultations with donor governments.
- Prepare reports using UNHCR information management systems (Global Focus, MSRP, data2 portal, funding updates, etc.) as necessary in a timely and efficient manner.
- Provide editorial support and facilitate the finalization of fundraising publications produced by DRRM or the Bureaux, including appeals and other reports.
- Provide support and guidance to the Field on engagement in the Refugee Response Plans and Humanitarian Response Plans.
- Provide guidance and advice on UNHCR's involvement at the IASC on humanitarian financing.
- Perform regional focal point duties as required, including compiling funding-related TPs and background notes on the region for senior management missions and meetings with donors; review funding updates.
- Perform other related duties as required.

#### **IV. Qualifications and Experience**

---

*Education:*

Master's degree or equivalent in International Relations, Political Science, Social Sciences, Journalism, Communication, Public Policy, or other relevant field.

*Work experience:*

3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree.

Experience in external engagement with donors, UN agencies, partners, governments. Professional work experience in field operations. Knowledge of UNHCR's operational arrangements, its relief programmes, the funding needs and priorities.

Desirable: UNHCR fund- raising and programme management experience. Good research, policy and report writing skills. Experience in managing donor relations.



Understanding of the workings of major donor perspectives, requirements and standards.

S/he should be a self-starter with strong people management skills and a passion for teamwork, demonstrating a can-do attitude. The ability to adapt to different portfolios showing political and cultural awareness is a must. The incumbent should ideally have prior experience working with refugees and/or in a humanitarian context. Experience in government entities and/or multilateral organizations would be an advantage.

*Languages:* Fluency in English is required. Excellent drafting skills in English and Spanish are essential. Knowledge of Portuguese would be an asset.

*Functional Skills:*

ER-Donor Relations

ER-Resource Mobilization

ER-Project Reporting Systems for Reporting to Donors

ER-Donor Relations – Humanitarian Financing

\*CO-Strategic Communication

MS-Networking

\*MS-Drafting, Documentation, Data Presentation

MS-Reporting skills

SO-Negotiation skills

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation

Managerial Competencies

- Judgement and Decision Making

Cross-Functional Competencies

- Analytical Thinking
- Political Awareness
- Stakeholder Management

**V. Background Information**

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The Global Public Partnerships and Financing Service leads UNHCR's overall engagement with public sectors donors, in close coordination with the organization's regional entities and country offices in donor capitals. The Service's work is structured around donor portfolios covering both humanitarian and non-humanitarian funding streams, encompassing fundraising, contribution management, reporting, funding analysis, and income management and recording. The team is led by a Head of Service, under the overall supervision of the Director of the Division of External Relations, and works closely with – and provides guidance to – UNHCR teams worldwide.

The Associate Donor Relations Officer will be part of the team managing some of UNHCR's key donors in Europe (including Spain, France, Italy, and the United Kingdom), as well as donors in Africa and Latin America. The incumbent will report to one of the Donor Relations Officers.



## ANEXO 11

### JPO IN ASSOCIATE FIELD OFFICER IN THE UNHCR

#### TERMS OF REFERENCE

Junior Professional Officer (JPO)

#### I. General Information

---

Title: Associate Field Officer

Organization/Office: UNHCR

Duty Station:

Santo Domingo, Dominican Republic

Duration :

1 year (with possible extension for another one to two years)

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

#### II. Supervision

---

The Associate Field Officer is normally supervised by the Snr Field Coordinator or Field Officer or Head of Sub-Office/Field Office depending on the structure of the Office. S/he may receive indirect guidance from other sections and units relevant to the country/regional programme(s). UNHCR Manual, programme and protection objectives, Operations Plans, UN and UNHCR financial/budgetary rules and regulations will guide the work of the incumbent.

The incumbent may supervise some support staff. S/he has daily contacts with staff in the various field offices and with the functional units at the Country/Regional Office. S/he also has close liaison with a range of local civilian and military authorities and counterparts in NGOs and UN agencies to discuss matters of common interest.

#### III. Duties, Responsibilities and Output Expectations

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- Identify vulnerable groups or individuals who may need special attention or special arrangements and make recommendations on the needs of different groups of refugees.
- Assess protection and assistance needs of refugees and asylum-seekers in the region and monitor implementation of refugee assistance programmes.
- In co-ordination with implementing partners, handle the reception, registration and provision of assistance to persons of concern to UNHCR.
- Provide inputs for project submissions and periodic narrative and financial reports for the annual programme.



- Develop and maintain relations with local authorities ensuring smooth negotiations in all aspects of UNHCR's mandate for the benefit of refugees.
- Monitor the security situation in the area and intervene as appropriate with the local authorities.
- Submit recommendation for protection interventions to the designated officer.
- Negotiate with local authority counterparts, partners and populations of concern.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility. Ensure decision making in risk based in the functional area of work. Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).
- Approve expenditures within the DOAP.
- Perform other related duties as required.

#### **IV. Qualifications and Experience**

---

##### *Education:*

Master's degree or equivalent in Law, Political Science, or other relevant field.

##### *Work experience:*

3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree.

Essential: Field experience.

Desirable: Knowledge of refugee law. Good knowledge of UNHCR's programmes..

##### *Languages:*

Fluency in English and Spanish is required.

##### *Functional Skills:*

IT-Computer Literacy

LE-International Refugee Law

PG-UNHCR's Programmes

EX-Field experience with UNHCR and/or with other humanitarian organizations

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

##### Core Competencies

- Accountability
- Communication
- Organizational Awareness
- Teamwork & Collaboration
- Commitment to Continuous Learning
- Client & Result Orientation



### Managerial Competencies

- Judgement and Decision Making

### Cross-Functional Competencies

- Analytical Thinking
- Political Awareness
- Stakeholder Management