

United Nations JPO Programme



TERMS OF REFERENCE 20P255

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Sustainable Development

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc):
Sustainable development policy

Organization/Office:

United Nations / Department of Economic and Social Affairs (DESA) / Division for Sustainable Development Goals (DSDG) / Outreach and Partnership Branch

Duty Station:

New York, USA

[Non-Family Duty Station: yes / no

Duration:

1 year (with possible extension for another year)

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

II. Supervision

Title of Supervisor:

Chief, Outreach and Partnership Branch, Division for Sustainable Development Goals, UN DESA

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.

Detailed work plan will be developed for the JPO, in consultation with the supervisor, to be reflected in the UN Performance Evaluation System (e-Performance). Progress of work towards completion of the specific assigned tasks entrusted to the JPO will be regularly reviewed by the Chief of the Branch and other senior officers, with feedback and guidance provided to improve performance and quality. To enhance the JPO capacity for self-development and personal initiative, the JPO will participate fully in all Divisional activities, as appropriate, as well

as interact with the rest of the Division.

III. Duties, Responsibilities and Output Expectations

Under the general supervision of the Chief of the Outreach and Partnership Branch of the Division for Sustainable Development Goals, the JPO will perform the following functions:

- Undertakes research, collects, evaluates, and analyses information and data on sustainable development issues, including on partnerships and stakeholder engagement.
- Prepares first drafts of assigned analytical studies on sustainable development issues and policies relevant to follow-up to the 2030 Agenda for Sustainable Development, including on the implementation of the Sustainable Development Goals.
- Assists in the organization and servicing of expert group meetings, training seminars and workshops on sustainable development issues, including on partnerships and stakeholder engagement.
- Prepares inputs into statements, talking points, including power point presentations, by senior staff to the intergovernmental, inter-agency or expert group meetings on sustainable development issues.
- Assists in the organization of events, panels, round tables and capacity building workshops on sustainable development issue, including on partnerships and stakeholder engagement.
- Performs other duties as required, including administrative tasks related to the assigned substantive activities.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent degree) in sustainable development, economics, public policy, public administration, finance, natural resources management, engineering, law, social sciences or related field is required. A first-level university degree in combination two (2) additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of two years of progressively responsible experience in sustainable development policies and issues, including preparing written outputs and analysis, is required.

Experience in partnerships for, and stakeholder engagement in the 2030 Agenda follow-up and implementation at national and/or global levels is desirable. Knowledge in the management of online platforms and tools is desirable.

Languages:

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

Other skills:

Familiarity with standard office computer applications and have relevant experience with website management.

UN competencies:

Professionalism: Knowledge and understanding of sustainable development theories, concepts and approaches. Ability to identify and develop sources for data collection. Ability to undertake research, analyze data, make recommendations and write draft reports on sustainable development issues. Knowledge of the implementation of the 2030 Agenda and the Sustainable Development Goals by the UN System, governments and other stakeholders at



national, regional and global levels.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Teamwork: 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 JPO will have/be able to:

- Translate broad policy recommendations into detailed work programmes
- Assess the impact of development policies and programmes and write assessment reports
- Summarize a large quantity of information and organize the information in easy, accessible and understandable formats
- Develop effective working relations with a wide range of officials, from Secretariat to UN system, member state delegations and other stakeholders.

VI. Background Information

The Division for Sustainable Development Goals (DSDG) in the United Nations Department of Economic and Social Affairs (UNDESA) acts as the Secretariat for the SDGs, providing substantive support and capacity-building for the goals and their related thematic issues, including water, energy, climate, oceans, urbanization, transport, science and technology, the Global Sustainable Development Report (GSDR), partnerships and Small Island Developing States. In 2021, the Division is coordinating, amongst others, the convening of the second [United Nations Ocean Conference](#), the [Second Global Sustainable Transport Conference](#), and the [High-level Dialogue on Energy](#) to be held in connection with the 76th session of the General Assembly.

The Outreach and Partnership Branch of the Division supports, facilitates and monitors multi-stakeholder partnerships and voluntary commitments forged in support of sustainable development and the SDGs. In collaboration with partners including the UN Global Compact and the UN Development Coordination Office, the Branch has launched the 2030 Agenda Partnership Accelerator to help accelerate and scale up effective partnerships to advance the SDGs. The initiative provides research on effective partnership practices and capacity development of relevant stakeholders to develop and implement partnerships to advance the SDGs. A particular focus of the Partnership Accelerator is to support developing countries in forging new partnerships to advance the SDGs by strengthening collaboration between stakeholders and sectors at the national level.

Sustainable development decision making requires broad participation of all stakeholders. The Outreach and



Partnership Branch supports and facilitates the effective participation of all major groups (as defined in Agenda 21) and other stakeholders in related intergovernmental and national processes by building their capacity, knowledge and skills base to advance the 2030 Agenda for Sustainable Development. The Division develops a broad range of related knowledge products and organizes events and trainings targeting both government representatives and stakeholders to strengthen stakeholder participation in the implementation and follow up of the 2030 Agenda. It also maintains the Sustainable Development Knowledge Platform website (sdgs.un.org) which provides access to sustainable development practitioners of a broad range of information, including on the 2030 Agenda, the SDGs and related intergovernmental processes.