

United Nations JPO Programme



TERMS OF REFERENCE 20P270

Junior Professional Officer (JPO)

I. General Information

Title:

JPO in Information Systems and Technology

Sector of Assignment: Disarmament Affairs

Organization/Office: United Nations Office for Disarmament Affairs, Geneva Branch

Duty Station: Geneva, Switzerland

[Non-Family Duty Station: yes / no

Duration:

1 year (with possible extension for another year)

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

II. Supervision

Title of Supervisor: Political Affairs Officer

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

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

III. Duties, Responsibilities and Output Expectations

This position with considerable responsibilities and various learning opportunities provides ample exposure to information systems technology in a multilateral setting, as well as the technological tools used in multilateral disarmament settings. The position will provide support to the work of Geneva-based disarmament bodies and conventions (namely the Biological Weapons Convention (BWC), the Conference on Disarmament (CD), the Anti-Personnel Landmine Convention (APLC), the Convention on Cluster Munitions (CCM) and the Convention on Certain Conventional Weapons (CCW) and other projects and activities supported by the United Nations in Geneva. More specifically, this JPO position entails the following responsibilities:



- Provide IT related guidance in support of the implementation of projects led by Geneva-based conventions, ranging from the preparation of user requirements and other technical specifications, analysis and application of data visualization tools to the utilization of electronic project monitoring and evaluation tools. Take the lead in maintaining and further enhancing the UNODA Geneva webpages, including through the development and operational support of interactive features and collaboration spaces, and serve as the liaison between Geneva and New York.
- Ensure data security and the stable functioning of the restricted-access web portals, UNODA Geneva web-applications and the automatic distribution of documents, such as financial invoices.
- Provide operational support and technical guidance to Implementation Support Units (ISUs), and Secretariats within the Branch for various official meetings and conferences, particularly on IT tasks related to the implementation, moderation and support to delegations for hybrid and virtual conferences.
- Assist in discharging the UN Secretary-General's responsibilities under the various Conventions, including the maintenance of databases of annual transparency reports and/or Confidence Building Measures, which may entail the upgrading of existing platforms as well as the introduction of additional data analysis and information management features.
- Write and develop programs to interface with existing systems in support of such databases and platforms, if necessary.
- Contribute to the technical development and design of information products and initiatives.
- Provide technical guidance to UNODA Geneva's online communications, outreach and awareness raising initiatives.
- Serve as the Branch focal point on IT issues, including as the liaison with ICTS in UN Office at Geneva.
- Provide technical guidance to IT consultants and interns in the Branch.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in computer science, information systems or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

A minimum of two years of progressively responsible experience in the planning, design, development, implementation and maintenance of computer information systems or related area. Academic or work experience exposure to political sciences, multilateral diplomacy, or working in an international setting, desirable.

Languages:

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

Other skills:

Working knowledge of relevant computer languages, including Python, VBA, PHP, SQL, Javascript and HTML. Working knowledge of WordPress and Sharepoint. Proven communication, research and organizational skills. Knowledge in web data scraping and organizing text-based documents. Good to advanced knowledge of the use of social media. Good to advanced knowledge of virtual/hybrid conferencing platforms is an asset (Inteprefy, Microsoft Teams, WebEx, Zoom, etc.)

UN competencies:

PROFESSIONALISM: Knowledge of disarmament, non-proliferation and international security issues. Ability to compile a variety of written communication products in a clear, concise style. 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.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

TECHNOLOGICAL AWARENESS: Keeps abreast of available technologies; Understands applicability and limitations of technology to the work of the office; Shows willingness to learn new technology; Understands the importance of science and technology in a disarmament context.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

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

- Acquire an in-depth understanding of the workings of the United Nations and substantive knowledge of the work of the Organization in the field of disarmament.
- Develop an understanding of the complex issues related to disarmament, non-proliferation and arms control and of the relevant existing instruments governing such issues.
- Develop an understanding of the technical requirements and needs required for conference support to contribute to the effective facilitation of multilateral discourse.
- Develop the necessary organizational and administrative skills to discharge the information systems and management tasks related to multilateral disarmament, non-proliferation and arms control.
- Work effectively in an international context and in a diverse working environment.

VI. Background Information

The Conference on Disarmament Secretariat and Conference Support Branch, located in Geneva, is headed by a Director, who also serves concurrently as the Deputy Secretary-General of the Conference on Disarmament.

The core functions of the Conference on Disarmament Secretariat and Conference Support Branch are as follows:

- Providing substantive, secretariat, organizational and administrative support to the Conference on Disarmament and its subsidiary bodies, as well as to the Implementation Support Units of the Biological Weapons Convention and the Convention on Certain Conventional Weapons, and other treaties such as the Anti-Personnel Landmine Convention and the Convention on Cluster Munitions for which the Branch provides secretarial support;
- Preparing periodic political assessments on issues under negotiation, and other relevant developments;
- Facilitating full implementation and universalization of multilateral arms control and disarmament agreements through receiving and compiling reports submitted pursuant to such agreements, and organizing outreach activities;
- Providing substantive, secretariat, organizational and administrative support to review conferences and other meetings of States parties to multilateral arms control, disarmament and non-proliferation agreements and to treaty-making conferences, expert groups and other disarmament meetings under the responsibility of the Branch.