

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

INT-010-17-P127

I. General Information

Title: JPO – Political Officer (Political Affairs / Prevention of Genocide and the Responsibility to Protect)
JPO in Political Affairs, Peace and Security

Sector of Assignment:
Human rights, Political Affairs

Organization/Office: United Nations / Department of Political Affairs/Office of the Special Advisers on the Prevention of Genocide and on the Responsibility to Protect

Duty Station: New York, USA

[Non-Family Duty Station: yes / no

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

II. Supervision

Title of Supervisor: Senior Officer/Head of Office

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

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

The supervisor of the Associate Expert will provide managerial, political and editorial guidance and coaching. The Associate Expert will work as a member of a team consisting of Human Rights and Political Affairs Officers and General Service Staff. The performance of the Associate Expert will be under continuous supervision and he/she will receive ongoing guidance and coaching. The basis for supervision and evaluation include team and individual work plans. The supervisor will use weekly staff meetings to review and adjust priorities with the team. Individual work plans are regularly reviewed and updated in line with the team's priorities. The supervisor will review the Associate Expert's work plan, workload and progress through regular one-on-one meetings.

III. Duties, Responsibilities and Output Expectations

Under the supervision of the Senior Officer, the JPO undertakes the following functions:

- Monitor and assess developments in the countries or region assigned; alert the Special Advisers on the Prevention of Genocide and the Responsibility to Protect to situations where there is a risk of genocide, war crimes, ethnic cleansing or crimes against humanity (atrocity crimes) and propose courses of action to reduce or mitigate the risk; co-ordinate with counterparts from relevant United Nations departments, agencies, funds and programs;
- Liaise with counterparts in the United Nations system and with Member States and international, regional and sub-regional organisations and civil society organizations in order to advance the work of the two Special Advisers and define areas for political and operational partnership;
- Participate in fact-finding missions, as required;
- Represent the Special Advisers at inter-agency country and thematic working groups, task forces and other processes relevant to atrocity prevention and contribute to system-wide policy development;
- Assist with the drafting of advisory notes to the Secretary-General, as well as background papers, talking points, briefings, speeches and correspondence for the Special Advisers, as required;
- Monitor relevant processes of the intergovernmental bodies of the United Nations, government and non-governmental organizations.
- Undertake thematic research and associated policy development, as required;
- Assist with organization of activities and events related to the prevention of genocide, war crimes and crimes against humanity, ensuring a gender perspective;
- Accompany the Special Advisers to meetings and prepare notes of those meetings;
- Participate in conferences, seminars and academic forums relevant to the work of the Office;
- Carry out administrative functions relating to the staff planning and budget, as required;
- Other tasks, as required

IV. Qualifications and Experience

Education: Advanced university degree (Master's or equivalent) in international law, international relations, political science, human rights, or related field. A first-level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Work experience: A minimum of three years of work experience in international relations, human rights, political affairs, international criminal law or related fields is required.

Languages: Fluency and excellent drafting skills in English, with working knowledge of French. Knowledge of Arabic is desirable.
Knowledge of another official language of Switzerland..

Nationality: Swiss

UN competencies:

Professionalism: Knowledge of and exposure to a range of issues relevant to the prevention of atrocity crimes, including political, human rights, economic and social issues; inter-disciplinary approach to addressing sensitive and complex situations; knowledge of the work and operations of the United Nations in the field of political affairs, human rights, peace and security and related matters; motivated by professional rather than personal concerns; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; 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.

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.

V. Learning Elements

On completion of the assignment, the JPO will have:

- The capacity and skills to monitor and analyse the risk of genocide, war crimes, ethnic cleansing and crimes against humanity in any situation, to develop strategies and recommendations for actions to prevent these crimes and advocate for their implementation by the UN system, Member States and inter-governmental bodies;
- Broad knowledge of political and human rights situations across regions;
- Sound writing skills and the ability to draft a range of materials, including analytical reports, briefings, talking points, speeches and press statements;
- Experience in formulating policy recommendations and in advocacy;
- Extensive connections with members of the diplomatic, United Nations and civil society communities;
- Experience of undertaking fact finding and assessment mission in complex political and human rights situations and challenging environments;
- Experience of working in stressful situations, handling multiple responsibilities and meeting tight deadlines;
- A practical understanding of how the UN works, and how a UN office with a sensitive mandate advances its mandate;
- Familiarity with the core values of the UN, including respect for diversity.

VI. Background Information

The United Nations Office on Genocide Prevention and the Responsibility to Protect (the Office) works to advance national, regional and international efforts to protect populations from genocide, war crimes, ethnic cleansing and crimes against humanity, as well as their incitement.

The Office has two main priorities, first, to strengthen the capacity of the United Nations to identify situations at risk of genocide, war crimes, ethnic cleansing and crimes against humanity (atrocities), take early action to prevent these crimes and protect populations from them; second, to advance implementation of the responsibility to protect principle.

Principal outputs of the Office in relation to these priorities are (i) effective early warning of the risk of atrocity crimes; (ii) timely advice to the Secretary-General and United Nations system on situations where there is a risk of atrocity crimes and advocacy for preventive action; (iii) political leadership that encourages international action in response to the risk of or ongoing atrocity crimes; (iv) policy analysis and guidance that further clarifies the responsibility to protect principle and provides guidance on its implementation; and (v) training and technical assistance to enhance the capacity of Member States, regional organisations and civil society to protect populations and prevent atrocity crimes, as well as their incitement.

In all its activities, the Office seeks to extend its reach and thus increase its impact through coordination and strategic partnerships.

Mandates

The Prevention of Genocide

On 7 April 2004, the tenth anniversary of the genocide in Rwanda, then-Secretary-General Kofi Annan announced

the creation of the post of Special Adviser on the Prevention of Genocide. The creation of the post was part of a broader Action Plan to Prevent Genocide involving the whole United Nations, summarized under five headings: preventing armed conflict, protection of civilians in armed conflict, ending impunity, early and clear warning and swift as well as decisive action.

Secretary-General Annan's letter to the Security Council on 13 July 2004 (S/2004/567) set out the mandate of the Special Adviser: a) to collect existing information—in particular from within the UN system—on massive and serious violations of human rights and international humanitarian law of ethnic and racial origin that, if not prevented or halted, might lead to genocide; b) to act as a mechanism of early warning to the Secretary-General, and through him to the Security Council, by bringing to their attention situations that could result in genocide; c) to make recommendations to the Council, through the Secretary-General, on actions to prevent or halt genocide; and d) to liaise with the UN system on activities for the prevention of genocide and to work to enhance the UN capacity to analyze and manage information related to genocide or related crimes. In 2007, the position was made full-time, at the USG level.

The Responsibility to Protect

At the 2005 World Summit, Heads of State and Government unanimously affirmed that “each individual State has the responsibility to protect its populations from genocide, war crimes, ethnic cleansing and crimes against humanity.” They agreed that, when appropriate, the international community should assist States in exercising that responsibility by building their protection capacities before crises and conflicts break out. However, when a state is “manifestly failing” to protect its population from the four specified crimes, the Heads of State and Government confirmed that the international community was prepared to take collective action, through the Security Council and in accordance with the Charter of the United Nations.

In his 2007 letter ([S/2007/721](#)) to the President of the Security Council, the Secretary-General recognized the link between large scale atrocities and threats to peace and security. He announced his intention to appoint a Special Adviser on the Responsibility to Protect, who would focus on conceptual development and consensus building. In the Secretary-General's 2010 report ([A/64/864](#)) entitled “Early warning, assessment and the responsibility to protect”, the Secretary-General further defined this role, stating that the Special Adviser's tasks included development and refinement of the Responsibility to Protect concept and continuing a political dialogue with Member States and other stakeholders on further steps toward implementation.

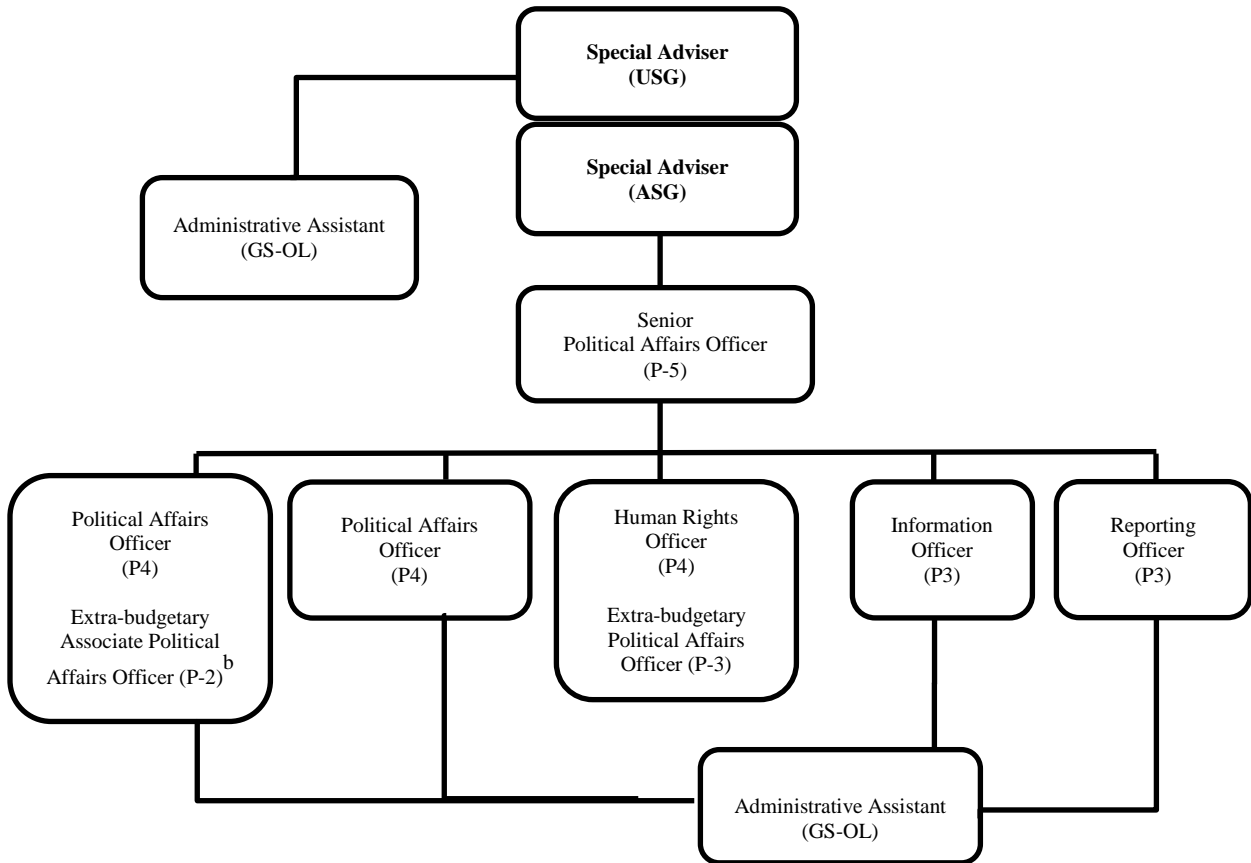
The two Special Advisers have distinct but closely related responsibilities. In order to save resources and maximize effectiveness, the Secretary-General institutionalized the collaboration between the Special Advisers by establishing a joint office. As far as possible, the two Advisors share a common methodology for early warning, assessment, convening, learning, and advocacy, as well as a common office and staff.

Organisational structure of the Office

The Office is headed by a full-time Special Adviser on the Prevention of Genocide at the Under Secretary-General level and a part-time Special Adviser on the Responsibility to Protect at the level of Assistant Secretary-General, who works on a part time basis under a one dollar a year arrangement.

In addition, assessed contributions support six professional staff and two administrative staff through the Regular Budget. The Office currently has two additional staff supported through voluntary contributions.

Organizational Chart for 2018



Abbreviations: USG= Under-Secretary-General; ASG = Assistant Secretary-General
P = Professional; GS (OL) = General Service (Other Level)