The Federal Department of Foreign Affairs is looking for a

**Junior Professional Officer (JPO) in Research, Coordination and Management**

to support the Under-Secretary General of the Department of Management, to coordinate with the relevant offices for the progress, timely delivery and accomplishments of the programmatic mandates, organizational reform and activities of the Department.

**Title:**  
Junior Professional Officer in Research, Coordination and Management (P2)

**Office:**  
Office of the Under-Secretary-General of the Department of Management

**Begin:**  
As soon as possible

**Duration:**  
1 year (renewable)

**Duty station:**  
New York, USA

**Age limit / nationality:**  
Maximum 32 years old at the date of application and of Swiss nationality

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**Background Information**

The position is located in the Front Office of the Under-Secretary-General for Management (OUSG/DM). The Department of Management, based out of UN Headquarters in New York, supports United Nations duty stations, offices and locations around the globe on administrative, personnel, policy and reform matters such as: human resources management; procurement of goods and services; global logistics and service delivery; financial management, budget and accounts; travel and transportation processes, facilities management, and more.

**Supervision**

**Direct Supervision by:**  
Director of Office, OUSG/DM

**Content and methodology of supervision:**

The JPO will be under the general supervision of the Director, OUSG/DM. Supervision will be ensured through several mechanisms: daily dialogue, establishment of goals to achieve, performance appraisal, weekly meetings, etc.

**Evaluation:**

Yearly evaluation and a mid-term review
Duties, Responsibilities and Output Expectations

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

- Provides substantive support to the USG/DM with respect to entire range of administrative and management reform issues. Reviews and analyses documents, conducts research and analysis of business transformation projects and management reform issues, as assigned.
- Coordinates with the Offices within DM to ensure that all background information relative to meetings attended by the USG/DM and other senior officials are properly collected and organized.
- Prepares briefings, talking points and presentations for the attention of the USG/DM and inputs for the talking points of the Secretary-General and Deputy Secretary-General.
- Conducts research and analysis on management issues assigned by the USG/DM or other staff of the OUSG/DM.
- Prepares minutes of meetings attended by the USG/DM and identifies follow-up actions emanating from the decisions taken at the meetings and ensuring that the concerned offices/units within DM take the needed actions.
- Drafts correspondence for the signature of the USG/DM as appropriate.
- Attends meetings to represent the OUSG/DM where appropriate and designated by the USG/DM.
- Assists the USG/DM by ensuring that all issues requiring her immediate attention and/or action are followed through.
- Performs other duties that may be assigned by the USG/DM from time to time.

Qualifications and Experience

Education:

Advanced university degree (Master’s degree or equivalent) in public or business administration, international relations or social sciences.

Work experience:

A minimum of three years of relevant work experience in research, coordination and preparation of briefings and talking points. Relevant experience in an international organization can be an asset.

Languages:

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

Other skills:

Advanced knowledge of Microsoft Office (Word, Excel, Power Point).
UN competencies:

- **Professionalism**: Knowledge of administrative, budgetary, financial and human resources policies and procedures. Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and 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.

- **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.

- **Planning & Organising**: 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.

- **Creativity**: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks “outside the box”; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
On completion of the assignment, the JPO will be able to:

- understand critical management practices, institutional reform and other issues across the Secretariat;
- prepare concise and comprehensive briefings and talking points for the use of senior officials;
- conduct research and studies;
- prepare concise minutes of meetings and correspondence; and
- formulate proposals on management issues.

The supervisor and other members of OUSG/ DM will play active roles of coach/mentor/guide to the JPO throughout his/her assignment. The supervisor and other members of OUSG/ DM will proactively help the JPO to learn, make him/her aware of problems and support him/her in the problem solving process.

The supervisor will agree on learning and development plans with the JPO in the context of ongoing performance management. Plans are based on job requirements and career aspirations of JPOs. Every JPO will be required to undertake at least five days of learning activities each year. Learning can take the form of courses, online options, special assignments, on-the-job training, coaching and mentoring. The catalogue of learning opportunities is available at [https://hr.un.org/page/your-learning](https://hr.un.org/page/your-learning).

In addition, JPOs have an annual travel/training budget. The funds may be applied to training activity or for official travel activity such as in the case of short missions or participation in conferences. Training/official travel should be related to the specific needs of the office, and possibly also contribute to the long-term career development of the JPO. However, this budget is not normally intended for training activity in generic job skills, such as language and computer skills training, which are usually part of the recruitment selection criteria for the position.

**Application process**

If you are interested please apply online by sending in the duly completed personal history profile (P11), a cover letter (in English) and copies of your diplomas and work certificates.

Send your application to: bonny.wilkinson@eda.admin.ch

Application deadline: **2 January 2018**

Interviews are expected to take place on 23 and 24 January 2018.