

## United Nations JPO Programme



### TERMS OF REFERENCE 22P298

#### Junior Professional Officer (JPO)

##### I. General Information

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Title: JPO in Public Information

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):  
Global Communications

Organization/Office:  
United Nations / Department of Global Communications / Outreach Division / Office of the Director / Expo 2025

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

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Title of Supervisor:  
Director/ Outreach Division

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

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Under the direct supervision of the Director of the Outreach Division, the incumbent will support the preparations for the United Nations participation in Expo 2025, which is led by the UN Department of Global Communications. Within the Department, the Director of the Outreach Division has been designated as the focal point for coordinating the United Nations participation in Expo 2025. The incumbent will work closely with the Director of the Outreach Division and his team in contacting and engaging with UN system partners in the planning for the UN Pavilion at Expo 2025. The incumbent will also ensure regular communications with the relevant authorities in Osaka and Tokyo and that requirements and deadlines are met. Specifically, s/he will carry out the following tasks:

- Serving as the focal point for Expo 2025 in the Office of the Director of the Outreach Division;
- Maintaining an up-to-date list of contacts with counterparts in the Japan Association for the 2025 World Exposition, the Japan Ministry of Foreign Affairs and the Japan Ministry of Economy, trade and Industry;
- Serving as the secretary of meetings of UN System Focal Points for Expo 2025, keeping minutes and ensuring follow up with relevant officials and entities;
- Creating and maintaining a regularly updated timeline of deadlines and tasks related to preparations of content and preparations for the UN's participation in Expo 2025;
- Supporting the Director in the preparation of documentation and presentations related to the UN's participation in Expo 2025 (budgets, proposals, etc.)
- Maintain regular contacts with UNIC Tokyo and UN representatives in Japan, particularly the UN Communications Group in Tokyo;
- Assist with other related tasks as requested.

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

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##### Education:

An advanced university degree in communication, journalism, international relations, public administration or related field is required. 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 (2) years' experience in public information, communication, journalism, international relations or related area. Experience at the international level is desirable.

##### Languages:

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

##### Other skills:

- Strong editing and writing skills
- Experience working with International Organizations and familiarity with diverse stakeholders
- Experience in Microsoft 360 and proficiency in using standard office software including MS Office, Adobe Creative Cloud, Google Docs

##### 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. 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.

#### **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**

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

- Develop and implement project proposals related to communications and exhibits;
- Develop good coordination and client orientation skills;
- Develop strategic partnerships within multiple sectors and maintain effective networks;
- Strong knowledge of the UN system and multilateral collaboration, with exposure to senior UN officials and across multiple offices within the Organization;
- Expertise on sustainable development issues on the international agenda.

## **VI. Background Information**

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This position is located in the Office of the Director, of the Outreach Division, Department of Global Communications. The Outreach Division of the Department of Global Communications is the lead for Expo 2025. The Division engages with and educates people and their communities worldwide to encourage support for the ideals and activities of the United Nations. The Division's partnership and public engagement initiatives work with key constituencies, including non-governmental organizations (NGOs), the academic community, the publishing industry, libraries, the creative community, sporting bodies (football), private sector entities and the public.

The incumbent will be working with all agencies on Expo 2025, and in collaboration with all stakeholders. The incumbent reports to the Director of the Outreach Division.