



PROGRAMA *JUNIOR PROFESSIONAL OFFICER* (JPO) EN EL SISTEMA DE NACIONES UNIDAS 2022

El Ministerio de Asuntos Exteriores, Unión Europea y Cooperación (MAUC) recoge en su Estrategia de Acción Exterior 2021-2024 como una de sus prioridades el incremento de la presencia de españoles dentro del sistema de Naciones Unidas, parte de su apuesta por un multilateralismo reforzado.

La adopción de esta prioridad ha llevado a la aprobación en sendos acuerdos del Consejo de Ministros (15 de diciembre de 2020 y 23 de noviembre de 2021) de dos contribuciones voluntarias al sistema de Naciones Unidas para aumentar la presencia de España en el Programa de Oficiales Profesionales Jóvenes (en adelante, JPO, en su acrónimo inglés). De esta manera se ha reforzado el compromiso por la formación y proyección de jóvenes profesionales de nacionalidad española en el ámbito multilateral.

Esta contribución y la incorporación de los JPO a organismos de Naciones Unidas se regula a través de los siguientes acuerdos administrativos: Acuerdo entre el Gobierno de España y la Organización de las Naciones Unidas para la provisión de expertos asociados, hecho en Nueva York el 27 de junio de 2016 (BOE de 26 de septiembre de 2016) y el Acuerdo para la provisión de Oficiales Profesionales Jóvenes entre el Gobierno del Reino de España y el Programa de Naciones Unidas para el Desarrollo, hecho en Nueva York el 15 de diciembre de 2021 (BOE de 5 de febrero de 2022).

La selección, entre aquellas personas que cumplan los requisitos establecidos, se llevará a cabo a través de convocatoria pública de acuerdo con los principios de igualdad, mérito y capacidad y en ningún caso supondrá el desarrollo de un proceso de acceso al empleo público que permita obtener la condición de empleado público.

Por todo ello, el MAUC anuncia la convocatoria de cinco (5) plazas de JPO con nivel P2 en el sistema de las Naciones Unidas.

1. *Partnership Analyst* en el *Bureau for External Relations and Advocacy* del PNUD en Nueva York.
2. *Partnership Analyst, Communications* en la *Resource mobilization Branch* de ONU Mujeres en Nueva York.



3. JPO en Derechos Humanos en la Oficina Regional para Centroamérica del Alto Comisionado de Naciones Unidas para los Derechos Humanos en Panamá.
4. *Public Information / Social Media* en la *Strategic Communications Division* de la Secretaría General de Naciones Unidas en Nueva York.
5. JPO en gestión de programas (paz y desarrollo) en la Oficina del Coordinador/a Residente de Naciones Unidas en Nairobi (Kenia).

CONDICIONES

Período de contratación: 1 año (con posibilidad de renovación por otro año adicional).

Normas de contratación y retribuciones: lo establecido en el Acuerdo administrativo entre el Gobierno de España y la Organización de las Naciones Unidas para la provisión de expertos asociados, hecho en Nueva York el 27 de junio de 2016 (BOE de 26 de septiembre de 2016) y el Acuerdo para la provisión de Oficiales Profesionales Jóvenes entre el Gobierno del Reino de España y el Programa de Naciones Unidas para el Desarrollo, hecho en Nueva York el 15 de diciembre de 2021 (BOE de 5 de febrero de 2022).

REQUISITOS COMUNES

- No superar los 32 años en el momento de finalizar el plazo de presentación de solicitudes. A estos efectos deberá entenderse que no podrán tomar parte en el proceso aquellas personas que tengan cumplidos los 32 años el día natural siguiente al de la fecha de terminación del plazo de presentación de instancias.
- Estar en posesión de la nacionalidad española en la fecha de terminación del plazo de presentación de instancias.
- Estar en posesión como mínimo de un título de grado o máster, según se especifique en el apartado siguiente (nivel MECES 2 y 3 del Real Decreto 1027/2011, de 25 de julio) recogido en el Registro de Universidades, Centros y Títulos (Real Decreto 1509/2008, de 12 de septiembre). Las personas solicitantes con titulaciones obtenidas en el extranjero deberán acreditar que están en posesión



de la correspondiente credencial de homologación o, en su caso, del correspondiente certificado de equivalencia.

- Acreditación documental de dominio del idioma inglés equivalente a un nivel C1 o C2 del Marco Común Europeo de Referencia para las lenguas.
- Acreditación documental de la experiencia profesional que se especifica para cada uno de los puestos en el siguiente apartado.

REQUISITOS ESPECÍFICOS

1. PNUD

- Máster en relaciones internacionales, economía, dirección de empresas, estudios de desarrollo o cualquier área relacionada.
- Un mínimo de dos años de experiencia profesional remunerada posterior a la obtención del título de máster en los ámbitos de desarrollo, relaciones internacionales, ciencias sociales, economía, comunicación, etc. en los que se haya trabajado con socios para el desarrollo y enfoques y/o estrategias de asociación.

2. ONU MUJERES

- Máster en estudios de desarrollo, de género, relaciones internacionales, ciencias sociales, administración pública, comunicación o cualquier otro relacionado.
- Un mínimo de dos años de experiencia profesional remunerada posterior a la obtención del título de máster en los que se hayan ido adoptando progresivamente responsabilidades en los campos de movilización de recursos, relación con donantes y socios, investigación, comunicación, iniciativas de desarrollo, etc.

3. OFICINA DEL ALTO COMISIONADO DE NACIONES UNIDAS PARA CENTROAMÉRICA

- Grado en derecho, derechos humanos, ciencia política, ciencias sociales, relaciones internacionales o cualquier otro relacionado.



- Un mínimo de dos años de experiencia profesional remunerada posterior a la obtención del título de grado en el mundo de la protección de los derechos humanos, incluida experiencia en terreno donde se hayan realizado labores de control, recogida de información y fomento de los derechos humanos

4. SECRETARIA GENERAL DE NACIONES UNIDAS

- Grado en comunicación, periodismo, ciencias de la información, relaciones internacionales, administración pública, ciencia política o cualquier otro relacionado.
- Un mínimo de dos años de experiencia profesional remunerada posterior a la obtención del título de grado en los campos de la comunicación, el periodismo, las ciencias de la información, las relaciones internacionales, la administración pública, la ciencia política o cualquier otro relacionado.
- Acreditación documental de dominio del idioma francés equivalente a un nivel mínimo B2 del Marco Común Europeo de Referencia para las lenguas.

5. OFICINA DE LA COORDINADORA RESIDENTE EN NAIROBI (KENIA)

- Máster en relaciones internacionales, ciencia política, ciencias económicas, desarrollo o cualquier otro ámbito relacionado.
- Un mínimo de dos años de experiencia profesional remunerada posterior a la obtención del título de máster en los ámbitos del desarrollo, las operaciones humanitarias, planificación o ejecución de políticas en ámbitos de conflicto y análisis de indicadores y datos en temas relacionados con conflicto o con lugares nexo paz-desarrollo-acción humanitaria. Experiencia con el uso de plataformas tecnológicas y/o uso de programas de gestión de la información para la obtención de datos y cuadros de mando.
- Acreditación documental de dominio del idioma francés equivalente a un nivel mínimo B2 del Marco Común Europeo de Referencia para las lenguas.

PROCESO DE SELECCIÓN

Primera Fase.



La primera fase será común a todas las plazas ofertadas y tendrá por objeto demostrar por parte de la persona solicitante que cuenta con conocimientos de las políticas y funcionamiento interno el sistema de Naciones Unidas, así como de las prioridades de la política exterior española, en especial en su acción multilateral, recogidas en la Estrategia de Acción Exterior 2021-2024 y otros documentos conexos. Consistirá en la realización de un test de preguntas de opción múltiple con las siguientes características:

- 1.^a El test constará de 50 preguntas. Todas las personas solicitantes deberán contestar a las 50 preguntas, aunque sólo se calificarán las 40 primeras, quedando las diez restantes de reserva para el caso de que alguna de aquellas sea anulada.
- 2.^a En cada pregunta el aspirante deberá elegir la respuesta correcta de entre 4 posibles.
- 3.^a Cada respuesta correcta se valorará con 0,25 puntos
- 4.^a El tiempo máximo para la realización de este ejercicio será de 60 minutos.
- 5.^a Este primer ejercicio será eliminatorio. El comité de selección, a la vista del nivel de conocimientos de los aspirantes presentados, decidirá cuál será la puntuación mínima para superar este test, puntuación que no podrá ser inferior a 5 puntos, y hará público dicho acuerdo. Las personas solicitantes que no alcancen dicha puntuación mínima no serán convocadas a la siguiente fase. El comité de selección hará pública la lista por cada una de las plazas ofertadas de las personas candidatas que hayan superado esta prueba por orden alfabético y la calificación obtenida, así como la relación de respuestas válidas.
- 6.^a Esta prueba se celebrará en el campus de Móstoles la Universidad Rey Juan Carlos el sábado 4 de junio de 2022 a las 10:00 horas de la mañana.

Segunda Fase

El comité de selección convocará a las personas que haya superado la fase anterior para realizar una entrevista (preferentemente de manera telemática) en un plazo de 15 días hábiles desde el día siguiente a la finalización de la prueba anterior.

Las personas convocadas a la entrevista deberán presentar en la forma y por la vía que se especifique en la resolución de la primera fase el *Personal History Profile* de Naciones Unidas que deberán rellenar a través del portal INSPIRA de Naciones Unidas en https://inspira.un.org/psc/REGISTER/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_REG&languageCd=ENG& En el siguiente enlace se puede acceder al manual de utilización de INSPIRA: <https://careers.un.org/lbw/attachments/InstructionalManualfortheApplicant.pdf>



La entrevista se valorará entre 0 y 10 puntos y en ella se evaluarán:

- Expresión y exposición en español.
- Expresión y exposición en inglés.
- Conocimiento de otras lenguas oficiales del sistema de Naciones Unidas.
- Experiencia profesional relevante en los campos relacionados con el/los puestos solicitados y habilidades obtenidas durante el desarrollo de dicha experiencia.
- Motivación para el ejercicio de las funciones encomendadas al JPO.

Aquellas personas que habiendo solicitado más de un puesto hubieran superado la primera fase serán convocadas a una única entrevista.

El comité de selección seleccionará a un máximo de cuatro personas por cada uno de los puestos de JPO ofertados en esta segunda fase. Se tendrá para ello en cuenta la Ley Orgánica 3/2007, de 22 de marzo, para la igualdad efectiva de mujeres y hombres, garantizando el principio de igualdad efectiva mediante una selección proporcional al número de candidatos de cada sexo.

Toda la información relativa a las materias mencionadas para ambas fases del proceso podrán encontrarla en las páginas web tanto de las Naciones Unidas (www.un.org) y del Ministerio de Asuntos Exteriores, Unión Europea y Cooperación (www.exteriores.gob.es).

La preselección y los resultados de cada una de las fases del proceso arriba mencionadas se publicará en la página web del MAUC.

Las candidaturas que superen estas dos primeras fases serán remitidas a los correspondientes organismos internacionales, agencias o programas, que serán los encargados de realizar la selección final.

Las personas solicitantes finalmente seleccionadas serán contactadas directamente y la selección se publicará en la página web del MAUC una vez sea comunicada por las Naciones Unidas.

COMITÉ DE SELECCIÓN

Formarán parte del Comité de selección en el MAUC los siguientes miembros:

1. D. Pablo Ruiz-Jarabo Quemada – Subdirector General de Naciones Unidas.
2. Dña. Pilar Masegosa Manresa – Jefa de Área en la Subdirección General de Políticas de Desarrollo Multilateral y Europeas.
3. D. Juan Manuel Gala Serra – Director de la Unidad de Funcionarios Internacionales.



Los miembros suplentes de las personas anteriormente mencionadas serán:

1. D. Fernando Latorre García – Jefe de Área en Subdirección General de Naciones Unidas
2. Dña Teresa. Castillo Campo – Jefa de Servicio en Unidad de Apoyo de la Dirección General de Naciones Unidas, Organismos Internacionales y Derechos Humanos.
3. Dña. Carmen Municio Díaz – Jefa de Servicio en Oficina de Derechos Humanos.

FORMA Y PLAZO DE PRESENTACIÓN

Las candidaturas deberán presentarse mediante el anexo I debidamente cumplimentado a través de cualquiera de las vías establecidas por el artículo 16.4¹ de la Ley 39/2015, de 1 de octubre, de procedimiento administrativo común de las Administraciones Públicas, dirigido a la Dirección General de Naciones Unidas, Organismos Internacionales y Derechos Humanos del MAUC.

Las solicitudes deberán ir acompañadas de la documentación justificativa que acredite la posesión por parte de la persona candidata de:

- El título oficial de máster o grado, que se acreditará aportando copia simple del mismo, de conformidad con lo dispuesto en el artículo 28 de la Ley 39/2015, de 1 de octubre.
- El dominio de los idiomas inglés y francés se acreditará mediante copia simple de un Certificado del nivel correspondiente de la Escuela Oficial de Idiomas o de uno de los certificados reconocidos por la Asociación de Centros de lenguas en la Enseñanza Superior –ACLES- (<https://www.acles.es/216-tablas-de-certificados-reconocidos-por-acles>).
- La experiencia deberá acreditarse mediante informe de vida laboral, certificado de la empresa u organización en la que se prestaron los servicios o cualquier otra vía válida en derecho.

¹ a) En el registro electrónico de la Administración u Organismo al que se dirijan, así como en los restantes registros electrónicos de cualquiera de los sujetos a los que se refiere el artículo 2.1.

b) En las oficinas de Correos, en la forma que reglamentariamente se establezca.

c) En las representaciones diplomáticas u oficinas consulares de España en el extranjero.

d) En las oficinas de asistencia en materia de registros.

e) En cualquier otro que establezcan las disposiciones vigentes.



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HUMANOS

- La nacionalidad y la edad se comprobarán a través del sistema de **verificación de datos** de identidad, en los términos previstos en Real Decreto 522/2006, de 28 de abril, por el que se suprime la aportación de fotocopias de documentos de identidad en los procedimientos administrativos de la Administración General del Estado y de sus organismos públicos vinculados o dependientes. Tan solo si el interesado no prestara su consentimiento a dicha consulta, deberá aportar fotocopia del documento acreditativo de identidad correspondiente, de acuerdo con lo previsto en la citada norma.

El plazo de presentación de candidaturas estará abierto entre el 8 de abril y el 3 de mayo de 2022, ambos inclusive, hasta las 23:59:59 (hora peninsular española).

El 9 de mayo de 2022 se publicará la lista provisional de admitidos y excluidos con indicación de la forma y plazo de subsanación.



ANEXO I

Convocatoria Puestos JPO

Datos personales

Nombre

Apellidos

Fecha de
nacimiento

NIF

Domicilio

C.P. y
población

Teléfono(s)
de contacto

Correo
electrónico

Puesto(s) solicitados(s) –por orden de preferencia-

1

2

3

4

5

Consentimiento para que los datos anteriores relativos a edad y nacionalidad sean verificados



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HUMANOS

de forma electrónica a través del sistema de verificación de datos de identidad. SI NO

En el caso de no dar su consentimiento, tendrá que aportar a esta solicitud copia compulsada de su documento nacional de identidad.

En cumplimiento de la normativa vigente en materia de protección de datos de carácter personal, le informamos que sus datos serán tratados con la única finalidad del desarrollo del proceso de selección de conformidad con las condiciones fijadas para el mismo.

La base jurídica que legitima este tratamiento será el consentimiento otorgado al participar de forma voluntaria y aceptando expresamente las bases de la convocatoria.

Los datos de los participantes o, en su caso, de los seleccionados serán cedidos a las Organizaciones ONU-Mujeres y PNUD al amparo del Acuerdo Administrativo entre el gobierno de España y la Organización de las Naciones Unidas para la provisión de expertos asociados, hecho en Nueva York el 27 de junio de 2016 (BOE 26 de septiembre de 2016), para lo cual los aspirantes otorgan su consentimiento.

Podrá ejercer en todo momento sus derechos de acceso, rectificación, supresión, oposición y limitación del tratamiento dirigiéndose a la dirección: dg.nnuuddhh@maec.es o al Delegado de Protección de Datos: dpd@maec.es, y presentar reclamación ante la AEPD (www.aepd.es).

Puede consultar en cualquier momento información adicional y detallada sobre nuestra política de protección de datos en la dirección: <http://www.exteriores.gob.es/Portal/es/Paginas/proteccion.aspx>.



ANEXO II

Partnership Analyst en el Bureau for External Relations and Advocacy del PNUD en Nueva York.

Position Purpose

The JPO will be working in the Partner Portfolio Management (PPM) Team, Partnerships Group in BERA. The PPM team's main areas of responsibility are:

- Build and manage strategic partnerships with OECD donors, and as part of that, protect and strengthen their flexible resource contributions in the context of downward pressure on Official Development Assistance.
- Provide political analysis and donor intelligence to inform funding projections and position the organization and its senior leadership with key government partners, focusing on the global response to the long-term impacts of the COVID-19 pandemic.
- Build networks and partnerships within HQ and at regional and country levels to support the coordination of non-core resource mobilisation and strengthen partnerships at regional and country levels.

The JPO will work as part of a team on key aspects of partnerships relevant to UNDP's priorities for the 2030 Development Agenda and UNDP's offers related to the socio-economic recovery from the COVID-19 pandemic, reporting directly to the PPM Team Leader. Under the direct supervision of the Team Leader, the JPO will support the management of a portfolio of several OECD DAC donors, assist with the development and implementation of engagement strategies based on agreed targets and goals to support a stable resource base (core and non-core) and strengthen partnerships in support of the organization's response to COVID-19. The JPO will also assist with coordinating internal efforts to strengthen engagement with OECD DAC partners and provide donor intelligence and insights to help inform decision-making and prioritization of partnerships and resource mobilisation initiatives by senior management. The JPO will monitor day-to-day interactions with the partners in the assigned portfolio, aligning with UNDP's strategic priorities and collaboration with relevant units.

Key Duties and Accountabilities

- 1.) Support partnership development management and portfolio analysis.

Example of Duties:

- Support the development of key donor engagement strategies and action plans, setting priorities, goals, and key performance indicators (KPIs) for each partner in their portfolio. - Track and analyse the performance of assigned portfolio against key targets and KPIs, flagging opportunities and challenges for senior management attention.

- Engage partners within the portfolio on a regular and proactive basis and provide advice to senior management and internal clients.

- Work closely with the Communications Group on outreach and marketing materials to advocate UNDP's development mandate and deepen understanding of UNDP's work and results.

- 2.) Support coordination of core and non-core resource mobilisation initiatives.



Example of Duties:

- Contribute to regular key partner engagement, including preparing strategic dialogues and annual consultations, and other engagement means.
- Provide inputs to donor analysis and funding trends, including those specific to COVID-19 funding, to prioritise actions to maximise resource mobilisation opportunities.
- Contribute to developing outreach materials for communication with country/regional level partnership/resource mobilisation officers, where appropriate.
- Support PG's response to resource mobilisation needs in response to UNDP's Crisis Board's needs, in close collaboration with the Crisis Bureau and relevant bureaus.

3.) Collate expert RM and partnership advice, tools and intelligence on resource mobilisation for internal clients, including country offices.

Example of Duties:

- Conduct partner-related research and analyses using global and UNDP data to support the development and dissemination of advice on differentiated resource mobilisation approaches, drawing from global best practices.
- Review donor intelligence and funding trends to match donor interest with relevant UNDP programmes to maximise resource mobilisation opportunities.
- Support negotiations between donors and relevant Bureaux on key funding mechanisms and/or partnership tools.

4.) Build and maintain effective internal and external networks for donor relations.

Example of Duties:

- Support the identification of partnership risks and opportunities and support/coordinate inputs for responding to such.
- Support the solicitation of partner feedback on UNDP's performance as a partner of choice.
- Supports a relationship calendar and action plans to maintain interactions with partners.
- Generate and facilitate engagements with partners in close consultation with relevant colleagues/units.
- Facilitate contacts and exchange of information with partners on initiatives and events related to UNDP's COVID-19 Offer.

5.) Contribute to knowledge building and knowledge sharing across BERA Partnerships teams

Example of Duties:

- Support the preparation of partnership and resource mobilisation capacity-building materials and training concerning an assigned portfolio of partners.
- Contribute to UNDP's partner knowledge repository, including relevant database, resource mobilisation toolkit, and other relevant tools for external outreach and internal knowledge-building.



- Proactively utilise corporate systems, tools, and databases for analysis and knowledge building/sharing.
- Proactively share lessons learned from partner engagement across teams and units.

Supervisory/Managerial Responsibilities: None

Expected Demonstration of Competencies

Core

Achieve Results	LEVEL 1	Plans and monitors own work, pays attention to details, delivers quality work by the deadline
Think Innovatively:	LEVEL 1	Open to creative ideas/known risks, is pragmatic problem-solver, makes improvements
Learn Continuously	LEVEL 1	Open-minded and curious, shares knowledge, learns from mistakes, asks for feedback
Adapt with Agility	LEVEL 1	Adapts to change, constructively handles ambiguity/uncertainty, is flexible
Act with Determination	LEVEL 1	Shows drive and motivation, able to deliver calmly in the face of adversity, confident
Engage and Partner	LEVEL 1	Demonstrates compassion/understanding towards others, forms positive relationships
Enable Diversity and Inclusion	LEVEL 1	Appreciate/respect differences, be aware of unconscious bias, confront discrimination

Cross-Functional & Technical competencies

<i>Thematic Area</i>	<i>Name</i>	<i>Definition</i>
Business Management	Communication	- Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience
Business Development	Knowledge Generation	- Ability to research and turn information into useful knowledge, relevant for content, or responsive to a stated need
Business Management	Operations Management	- Ability to effectively plan, organise, and oversee the organisation's business



		<p>processes to convert its assets into the best results in the most efficient manner</p> <ul style="list-style-type: none">- Knowledge of relevant concepts and mechanisms
Business Direction and Strategy	Strategic Thinking	<ul style="list-style-type: none">- Ability to develop effective strategies and prioritised plans in line with UNDP's objectives, based on the systemic analysis of challenges, potential risks and opportunities, linking the vision to reality on the ground, and creating tangible solutions- Ability to leverage learning from a variety of sources to anticipate and respond to future trends; to demonstrate foresight to model what future developments and possible ways forward look like for UNDP
Business Management	Portfolio Management	<ul style="list-style-type: none">- Ability to select, prioritise and control the organisation's programmes and projects, in line with its strategic objectives and capacity; ability to balance the implementation of change initiatives and the maintenance of business-as-usual while optimising return on investment
Business Management	Partnerships management	<ul style="list-style-type: none">- Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies



ANEXO III

Partnership Analyst, Communications en la Resource mobilization Branch de ONU Mujeres en Nueva York.

Functions

1. Contribute technically to the analysis and development of UN Women's partner intelligence

- Provide substantive inputs towards generating, maintaining and updating cutting-edge and time-sensitive government partner intelligence to underpin and inform targeted, timely and effective outreach.
- Analyze and maintain information and databases.
- Monitor and identify funding trends, funding mechanisms, political developments and emerging opportunities, providing an important source of information and knowledge.
- Provide input to the creation of new products for partner intelligence and to support partner engagement.
- Develop relevant materials such as summaries, presentations, background documents and reports.
- Update partner intelligence and funding projections and trends information produced by the PIVA team on the UN Women intranet (SharePoint) and prepare inputs for uploading to the internet.

2. Provide technical inputs in knowledge management efforts to strengthen institutional capacity on partner relations

- Contribute to the conducting of annual surveys to assess the impact of UN Women's partner intelligence and partner visibility materials as well as capacity development efforts including the RMB's Community of Practice (CoP) among internal users (UN Women) and external users (partners) and use findings to inform and improve products and services.
- Review and provide substantive inputs to the PIVA content and its dissemination via the RMB intranet site (SharePoint) to support partnership development and maintenance, by colleagues at HQ and in the field.
- Coordinate PIVA's work in the use of the LEADS system and/or UN Women's Customer-Relationship Management (CRM) System on Salesforce, including updates to the platform.
- Coordinate the RMB CoP and disseminate materials online, including through the platforms to support partnerships with key partners, by colleagues at HQ and in the field.
- Lead on the production and coordination of RM Learning Cafes, live sessions with colleagues and experts sharing practices and information about UN Women's work and partner engagement.

3. Provide other substantive inputs to partnership engagement and resource mobilization

- Perform related duties as may be assigned by the supervisor, including participation in meetings and public information events, as delegated.



Key Performance Indicators

- Timely and quality inputs to partnership intelligence
- Timely and quality monitoring of partner trends
- Timely and quality development of PIVA materials
- Quality and timely inputs to, and conducting and analysis of surveys
- Effective coordination of the knowledge sharing platforms and timely and quality inputs to those platforms
- Quality and timely coordination of the RM Learning Cafes

Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations.
- Good analytical skills.
- Very strong organizational and planning skills.
- Ability to identify and analyze trends, opportunities and threats to fundraising.
- High proficiency in Microsoft Office applications (Word, Excel, PowerPoint, SharePoint and Outlook).
- Experience with Adobe Elements Package or other electronic design software.
- Ability to work efficiently and responsively within a multicultural team, while demonstrating strong initiative and high degree of personal motivation needed to carry out tasks independently.
- Strong personal commitment to gender equality, human rights, and respect for diversity.
- Familiarity with the UN Common System and UN Women.



ANEXO IV

JPO en Derechos Humanos en la Oficina Regional para Centroamérica del Alto Comisionado de Naciones Unidas para los Derechos Humanos en Panamá.

Duties, Responsibilities and Output Expectations

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

- Monitors, documents and reports on the human rights situation in Nicaragua.
- Conducts substantive research and analysis of human rights issues/events and cases and assesses their impact on the human rights situation in Nicaragua.
- Collects and analyses information regarding human rights case work as well as data and indicators in Nicaragua, including gender-specific data and indicators on access to social, economic and cultural rights.
- Provides support to UN human rights mechanisms and other bodies; follows-up on implementation of decisions rendered by policy-making bodies and on the investigation of human rights violations, to ensure that an effective intervention is made through institutions, mechanisms or procedures at the national and international level.
- Ensures that human rights issues, including their gender equality dimensions, are integrated into political, humanitarian and economic efforts and programming.
- Defines work plan for area assigned in accordance with established terms of reference.
- Undertakes fact-finding and monitoring field missions and reporting.
- Writes a variety of reports, communications, briefings, statements on country/region specific and thematic reports, etc., including to policy-making bodies.
- Designs and conducts capacity-building activities for public institutions and civil society organizations.
- Contributes to the planning, monitoring and reporting on OHCHR programmes/activities in Nicaragua, including OHCHR internal weekly/monthly reports and relevant periodic public reports to donors.
- Performs other related duties as required.

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;

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 the 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



MINISTERIO DE ASUNTOS EXTERIORES,
UNIÓN EUROPEA Y COOPERACIÓN

SECRETARÍA DE ESTADO DE
ASUNTOS EXTERIORES Y
GLOBALES

DIRECCIÓN GENERAL DE
NACIONES UNIDAS, ORGANISMOS
INTERNACIONALES Y DERECHOS
HUMANOS

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

ACCOUNTABILITY: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.



ANEXO V

JPO en *Public Information / Social Media* en la *Strategic Communications Division* de la Secretaría General de Naciones Unidas en Nueva York

Duties, Responsibilities and Output Expectations

Under the general supervision of the Chief of the Section and reporting directly to the Public Information Officer, the the Junior Professional Officer will be responsible for the following duties:

- .Contributes to the United Nations' presence in Spanish on a range of major social media platforms;
- Designs and implements Spanish language-specific social media strategies, in line with overall communications guidance, priorities and messaging;
- Produces and manages a strategy for working with Spanish-language social media influencers, monitoring and report on influencer engagement for campaigns and on specific issues;
- Tracks, researches and analyzes information on assigned issues for the Spanish UN social media accounts;
- Coordinates production and sharing of social media content and messaging in Spanish with the Department, the Secretariat, the UN System and beyond on information-sharing tools and through planning meetings;
- Supports the planning and execution of social media special events and initiatives for Spanish-language social media audiences;
- Identifies, monitors, analyzes and reports on Spanish-language social media trends and impact and draft report inputs;
- Conducts and organizes social media training sessions in Spanish;
- Performs other duties as assigned.

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.

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TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology



Other skills:

Knowledge on the use of photoshop, adobe creative suite, including adobe premiere video editing tools are an advantage.

Learning Elements

On completion of the assignment, the JPO will be able to write and produce engaging social media content in Spanish, design and implement social media strategies, support the execution of social media events, monitor social media trends, and evaluate account performance and insights.

V. Background Information

This position is located in the Social Media Section of the Strategic Communications Division in the Department of Global Communications. The Section is responsible for devising, implementing and managing the multilingual social media strategy of the Department, in line with its overall communications guidance, priorities and messaging and as guided by administrative policies on the institutional use of social media.

The Social Media Section works to engage a global, multilingual audience on the work and priorities of the UN, including through:

- Implementing the global social media strategy, and developing social media strategies for specific campaigns and issues;
- Managing the UN flagship social media accounts, and the social media presence of the Secretary-General;
- Produce compelling multilingual assets, tailored to specific social media platforms;
- Providing guidance and advice, and coordinating social media across the UN System and with Permanent Missions to the UN;
- Harness insights and data to maximize social media outreach and achieve quality engagement;
- Contributing to crisis communications response;
- Providing advice and guidance on the implementation of administrative policies for personal and institutional use of social media;
- Initiate and maintain relationships at the corporate level with social media platforms;
- Identifying and engaging social media influencers to support UN messaging;
- Managing social media events and opportunities, including live activations;
- Monitoring social media on an ongoing basis for risks and opportunities related to UN issues and current events;
- Surveying and assessing new and emerging social media platforms and functionalities and advise on use in UN context;
- Delivering trainings and give presentations on a range of aspects of social media, including best practice;
- Contributing to UN System advocacy on the policies of social media platforms, especially with regard to misinformation and hate speech.



ANEXO VI

JPO en gestión de programas (paz y desarrollo) en la Oficina del Coordinador/a Residente de Naciones Unidas en Nairobi (Kenia).

Background Information

The JPO will be supporting the RC and the RCO and in particular the Peace and Development Advisor in developing solid data analytics and building related infrastructures to enable monitoring and analysis of events, including the production of visuals, basic statistical analysis, maps...etc. The JPO will be expected to focus on the production of high-quality data-driven products and reports. S/he will be expected to work on expanding the network for data sources, especially Kenyan sources. The job has two main outlooks:

Internal: Focusing on building UN's capacity for data for prevention and contributing to the UNCT's drive to strengthen its joint work on data through the development and implementation of a UN Data Strategy as well as on the Prevention and Integrated Analysis Platform through coordinating and collating inputs as well as analyzing data and drafting basic reports and identifying opportunities for the involvement of other institutions, think tanks, and organizations that could be involved and potentially support the UN Kenya's work on data.

External: In 2017, the Secretary General and the President of the World Bank signed the UN-World Bank Partnership Framework for Crisis-Affected Situations in the hopes of building a stronger collaboration between the two organizations. The Government of Kenya, with World Bank support, also launched the North & North Eastern Development Initiative (NEDI) in 2018 to address the region's development deficits.

The JPO is expected to lead and further the collaboration with the World Bank around FCV, prevention and peacebuilding through data analytics. By exploring the areas of synergy amongst the two organizations and identifying entry points through the UNCT Prevention Platform, the Common Country Analysis (CCA) and the UNDP Crisis Risk Dashboard (CRD), the JPO's main task is to contribute to the UN's technical capacity on multidimensional risks of the compounding crises of COVID-19, locust, draught, floods and violence of its all sorts. This will better position the organization to successfully establish mutually beneficial Collaboration with the World Bank.

The JPO is expected to:

- Support the development and implementation of a Data Strategy for UN Kenya and a Data Plan on Prevention for the UNCT.
- Identify and establish requirements for data analytics that would support the processes for data in the UNCT.
- Identify partnerships and opportunities for collaboration which could assist in implementing the Data Strategy and the Data Prevention Strategy.
- Develop an in-depth understanding of the UN's and the WB's objectives, priorities and programmatic engagements related to fragility, peacebuilding and prevention in Kenya.
- Analyze the emerging risks in Kenya, identify gaps in knowledge and analysis and propose UN actions which could contribute to prevention and peacebuilding efforts of both the UN and the WB.
- Conduct interviews and virtual roundtable discussions to optimize the use of risk analysis tools within the UNCT.



- Support collaboration between the organizations by engaging various stakeholders on both the UN and World Bank side, holding meetings and consultations with a view to operationalizing the approved concept note for the collaboration.
- Consistently monitor any relevant FCV-related developments in Kenya and on its borders to provide solid analysis for both organizations.
- Compile FCV data for regions of interest, using available institutions and data sources, and provide a proposal for the indicators, data sources and recommendations on how the organizations can carry out the data collection and analysis.
- Identify overlapped priorities, needs and blind spots for the UN and WB in areas of FCV and prevention, including cross-border issues.
- Contribute to specific proposals to optimize the usage of UN data, UNDP crisis dashboard, databases, platforms and sources to enhance qualitative and quantitative analysis and policy notes which could be of relevance to both organizations (and beyond) on the areas of prevention and peacebuilding.
- Contribute to ways in which the UN can upgrade its technical capacity in particular areas of relevance to both the UN and the World Bank efforts for prevention, FCV and peacebuilding.
- Support joint priorities and outcomes against which the UN and the World Bank can leverage financing and comparative advantage for joint impact across the humanitarian-development-peace (HDP) spectrum.
- Contribute to assessments and analysis of ongoing analytical processes of relevance for data in the UNCT with a particular focus on data for prevention.
- Support the Resident Coordinator and the RC Office on issues related to data for development and data for prevention.
- Provide recommendations on the Crisis Risk Dashboard (CRD) and support the ongoing development of the platform and its objectives.
- Conduct research to identify other institutions, think tanks, and organizations that could be involved and potentially support the work on data in the UNCT with a particular focus on the partnership.
- Suggest solutions to donor funding sustainability to create viable mechanisms for the UNCT to sustainably produce relevant data and information to serve its ongoing needs.

Expected outputs and deliverables:

- Provision of monthly monitoring reports supported by data analytics on conflict and peace dynamics in the country – especially as Kenya gears-up towards the elections.
- Establish network of reliable data banks and partnerships with institutions hosting such data with a view towards improving the monitoring and analysis systems for the UN-Kenya.
- Regular joint UN-WB reports.
- Quarterly meetings between the UN and the WB leaderships.
- Continued updates for the CRD.
- Support the development and implementation of a Data Strategy for UN Kenya
- Support the establishment of a Data Plan for Prevention in Kenya.
- Find solutions for and create appropriate databases for relevant data within and outside the UNCT.

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

- 1- Establish work process and mechanisms which facilitate coordination between UN agencies representatives, especially those concerned with peace and prevention priorities.
- 2- Gain a deeper understanding of how partnership with the World Bank is built and sustained.
- 3- Teaming up with others to build up data infrastructures for prevention within the RCO.
- 4- Working with others to establish and manage databases to store and utilize inputs related to SDG16.



5- Developing indicators and collecting data from various sources to produce analytical products.

6- Produce high quality/ data-oriented reports.

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