



PROGRAMA *JUNIOR PROFESSIONAL OFFICER* (JPO) EN EL SISTEMA DE NACIONES UNIDAS 2024

El Ministerio de Asuntos Exteriores, Unión Europea y Cooperación (MAUEC) 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 acuerdos del Consejo de Ministros (15 de diciembre de 2020, 23 de noviembre de 2021 y 20 de diciembre 2022) de tres 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.

Estas contribuciones 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 MAUEC anuncia la convocatoria de cuatro (4) plazas de JPO con nivel P2 en el sistema de las Naciones Unidas

1. *JPO in Political Affairs* en el Departamento de Asuntos Políticos y Consolidación de la Paz/ División de las Américas en la Secretaría de Naciones Unidas, Nueva York.
2. *JPO in Data Analysis*, en Centro de las Naciones Unidas de Tecnología de la Información y las Comunicaciones-Valencia (United Nations Information and Communication Technologies Facility, UNICTF-V) en Quart de Poblet, Valencia



3.- *JPO in Crime Prevention and Criminal Justice (Human Trafficking and Migrant Smuggling)* en la Oficina de Naciones Unidas contra la Droga y el Crimen (UNODC) en Viena (Austria).

4.- *JPO Associate Training Officer* en el Departamento de Salvaguardas en la Organización Internacional de la Energía Atómica (IAEA) en Viena (Austria).

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); lo establecido en 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) y lo establecido en el Memorándum de Entendimiento entre el Ministerio de Asuntos Exteriores, Unión Europea y Cooperación del Reino de España y el Departamento de Gestión de la Unión Internacional de Comunicaciones hecho en Ginebra el 20 de abril de 2023.

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.
- Presentar un Curriculum Vitae que resuma la experiencia educativa, profesional y el dominio de lenguas extranjeras.
- 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 deberán presentar certificado válido de dicha titulación. Las personas 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.

Asimismo, se podrá acreditar documentalmente con carácter facultativo, el dominio de otra lengua o lenguas extranjeras del sistema de Naciones Unidas, es decir: francés, ruso, chino, o árabe.

- Acreditación documental de la experiencia profesional que los Términos de Referencia de cada uno de los puestos convocados (anejos 1 a 4 de esta Convocatoria) especifican en el siguiente apartado. No se tendrá en cuenta experiencia profesional que no esté relacionada con la solicitada por dichos Términos de Referencia.

REQUISITOS ESPECÍFICOS

1.- SECRETARIA GENERAL DE NACIONES UNIDAS/DPPA.

Education:

Advanced university degree in political or social sciences, international relations, law, public policy, or a 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:

At least two years of experience in international relations, political analysis, research or a similar area. Previous experience with respect to peace processes, peace operations, and field experience in the Latin American and Caribbean region is desirable. Experience in data analytics or related area is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English and Spanish is required.



Other skills:

Excellent political analysis skills, with an ability to identify problems (political, security, socio-economic) affecting a country or geographic area. Excellent drafting ability and communication skills, both oral and written.

Consultar anejo 2 para otros requisitos.

2.- CENTRO DE LAS NACIONES UNIDAS DE TECNOLOGÍA DE LA INFORMACIÓN Y LAS COMUNICACIONES-VALENCIA (UNITED NATIONS INFORMATION AND COMMUNICATION TECHNOLOGIES FACILITY, UNICTF-V)

Education:

Advanced university degree (Master's degree or equivalent) in computer science, data science, analytics, statistics, information management, information systems technology, geospatial 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 2 years of relevant work experience in development, implementation and maintenance of data systems, integrations and ETLs or related areas is required.

A minimum of 2 years of relevant work experience in managing geospatial information and integration with geo-enabled applications is desirable.

A minimum of 2 years of relevant work experience with Microsoft SQL or other relational databases is desirable.

A minimum of 2 years of relevant work experience with Microsoft Power BI or other analytics solutions is desirable.

Languages:

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

Other skills:

- Experience developing with MS Microsoft SQL Server Integration Services, Azure Data Factory, Azure Synapse or other data integration solutions;*
- Experience developing data models with DAX or MDX in MS SQL Server Analysis Services or Power BI;*
- Experience in quality control procedures and data sanity checks;*



- *Experience in managing IoT data and the integration with location services;*
- *Experience in database modeling and data mart design;*
- *Experience in data transformation with R and Python;*
- *Experience in programming with C# and .Net;*
- *Experience in MS SQL Reporting Services;*
- *Experience with MS machine learning and AI solutions;*
- *Experience in REST APIs;*
- *Familiarity with data automation techniques;*
- *Familiarity with big data frameworks such as Spark and Hadoop;*
- *Knowledge of Agile/Scrum methodologies;*

Consultar anejo 3 para otros requisitos.

3.- OFICINA DE LAS NACIONES UNIDAS CONTRA LA DROGA Y EL DELITO (UNODC)

Education:

Advanced university degree (Master's degree or equivalent) in criminal law, criminology, and/or related social science, international relations, political science, law, public administration or a related field with adequate focus on crime and justice issues is required. 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 2 years of relevant work experience in in crime prevention and criminal justice at national and international levels is required. Proven experience in the development of normative and policy analysis or guidance, preferably on trafficking in persons and/or smuggling of migrants, is required. Direct experience in legal analysis or gaps, preferably related to transnational organized crime, trafficking in persons and/or smuggling of migrants, is desirable. Experience in inter-agency or multi-stakeholder cooperation is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English, i.e. oral and written proficiency, is required. Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish) is an advantage.

Other skills:

Computer skills etc

Consultar anejo 4 para otros requisitos



4.- ORGANIZACIÓN INTERNACIONAL DE LA ENERGIA ATOMICA. -

Education:

University degree in Nuclear Sciences, or Information Technology, or, Training and Development or other related sciences.

Work experience:

At least two years of working experience in the relevant areas (Nuclear Sciences and/or Information Technology and/or Training and Development).

Languages:

Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.

Other skills:

Good communication and presentation skills, including preparation and delivery of teaching materials in his/her area of expertise.

Consultar anejo 5 para otros requisitos.

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 una primera parte de **25 preguntas generales** sobre Naciones Unidas. Todas las personas solicitantes deberán contestar a las 25 preguntas generales, aunque sólo se calificarán las 23 primeras, quedando los dos restantes de reserva para el caso de que alguna de aquellas sea anulada.
- 2.ª** El test constará asimismo de una segunda parte de **80 preguntas adicionales** divididas en:



20 preguntas relacionadas con el Departamento de Asuntos Políticos y Consolidación de la Paz/Secretaría Ejecutiva de Naciones Unidas

20 preguntas relacionadas con el Centro de las Naciones Unidas de Tecnología de la Información y las Comunicaciones-Valencia.

20 preguntas sobre la Oficina de Naciones Unidas contra la Droga y el Delito

20 preguntas sobre la Organización Internacional de la Energía Atómica

Solo se calificarán las 18 primeras preguntas de cada una de estas secciones, quedando los 2 restantes de reserva para el caso de que alguna pregunta sea anulada.

Cada candidato deberá contestar las 25 preguntas generales, así como el grupo de preguntas referente a la posición, o a las posiciones, de JPO a la que, o las que, se presenta respectivamente: DPPA, UNICTF-VALENCIA, UNODC, IAEA.

3.^a En cada pregunta el aspirante deberá elegir la respuesta correcta de entre 4 posibles.

4.^a Cada respuesta correcta se valorará con 0,25 puntos

5.^a El tiempo máximo para la realización del test de 25 preguntas generales será de 40 minutos para todos los candidatos y candidatas.

El tiempo máximo para la realización de cada tramo de 20 preguntas específicas para cada uno de los puestos de JPO a los que él o la candidata se presente será de 30 minutos.

6.^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. El Comité de selección hará público dicho acuerdo. Las personas solicitantes que no alcancen dicha puntuación mínima no podrán ser 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.

7.^a Esta prueba se celebrará de forma presencial en la Escuela Diplomática, Paseo Juan XXIII 5, 28040 Madrid en fecha y hora que será publicada con suficiente antelación en la página web del MAUEC y en la página de la Escuela Diplomática, una vez se haya publicado en ambas páginas anteriormente indicadas la lista de candidatos admitidos y excluidos.



Segunda Fase

Con objeto de elaborar una lista de los/ las candidatos/as que hayan superado la fase anterior para realizar la entrevista, en persona o de manera telemática, el Comité seleccionador tendrá en cuenta el resultado del primer ejercicio y el mayor o menor grado de adecuación de la formación, los conocimientos y la experiencia acreditados por los/las candidatos/as los requisitos exigidos por los Términos de Referencia (TOR) de cada puesto. Se incluirán en la lista de entrevistas a realizar a los /las candidatos/as que representen al menos el 20% de los que hayan superado la prueba escrita y acrediten un mayor grado de adecuación a los TOR.

Tercera Fase

La convocatoria para realizar una entrevista tendrá lugar en un plazo de 15 días hábiles desde el día siguiente a la publicación de los resultados de la prueba escrita.

Los/las candidatos/as convocados/as 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 competencias básicas 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 tercera 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 publicarán en la página web del MAUEC y en la página de la Escuela Diplomática.

Las candidaturas que superen estas tres fases serán remitidas a los correspondientes Organismos Internacionales, Agencias o Programas, que serán los encargados de realizar la selección final para cada uno de los puestos.

Las personas solicitantes finalmente seleccionadas serán contactadas directamente por la Unidad de Funcionarios Internacionales del MAUEC. La selección se publicará en la página web del MAUEC una vez sea comunicada por las Naciones Unidas.

COMITÉ DE SELECCIÓN

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

1. Doña María Bassols, Directora de la Unidad de Funcionarios Internacionales.
2. Doña Silvia Delgado Gonzalez, Jefa de Área de la Subdirección General de Naciones Unidas.
3. Don Jorge Alonso Rodrigo– Jefe de Área la Subdirección General de Organismos Internacionales.

Los miembros suplentes de las personas anteriormente mencionadas serán:

1. Don Pablo Ruiz-Jarabo Quemada, Subdirector General de Naciones Unidas.
2. Don Pablo Gutierrez- Segu Berdullas, Subdirector Adjunto de Naciones Unidas.
3. Doña Gabriela Felip Abad, Jefa de Área de la Oficina de Derechos Humanos.

FORMA Y PLAZO DE PRESENTACIÓN

Las candidaturas deberán presentarse mediante el anexo 1 debidamente cumplimentado a través de cualquiera de las vías establecidas por el artículo 16.4¹ de la Ley 39/2015, de

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.



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 MAUEC. A los efectos de esta Convocatoria se ha habilitado el siguiente buzón para el envío de las solicitudes de los/as candidatos/as : programajpo@maec.es.

Las solicitudes deberán incluir:

- Anejo 1 que se encuentra al final de esta convocatoria debidamente cumplimentado.
- Anejo 2: el Curriculum Vitae del candidato/a
- Anejo 3: 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.
- Anejo 4: Acreditación del dominio del idiomas inglés o de otros idiomas del sistema de Naciones Unidas 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>).
- Anejo 5: 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.
- 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.

Toda la documentación debe remitirse en formato PDF.

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

e) En cualquier otro que establezcan las disposiciones vigentes.



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

El plazo de presentación de candidaturas estará abierto 12 días hábiles desde el día de la publicación de esta convocatoria en la página web del Ministerio y en la página web de la Escuela Diplomática.

Finalizado el plazo de presentación de candidaturas se publicará en la página web del MAUEC y en la página web de la Escuela Diplomática la lista provisional de admitidos y excluidos, con indicación de la forma y plazo de subsanación de las solicitudes.

Una vez transcurrido el plazo de subsanación, se publicará en la página web del MAUEC y en la página web de la Escuela Diplomática la lista de admitidos y excluidos para esta convocatoria, así como la fecha y la hora de celebración de la primera fase de selección del test de preguntas con respuestas de opción múltiple que se realizará presencialmente en la Escuela Diplomática, sita en Paseo Juan XXIII 5, 28040 Madrid.



ANEXO 1

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 _____

**UNIDAD DE FUNCIONARIOS INTERNACIONALES
DIRECCION GENERAL DE NACIONES UNIDAS, ORGANISMOS INTERNACIONALES Y DERECHOS
HUMANOS.
MINISTERIO DE ASUNTOS EXTERIORES, UNION EUROPEA Y COOPERACION
Plaza de Salamanca 8, Madrid 28071**



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



ANEJO 2

JPO SECRETARIA EJECUTIVA /DPPA

TERMS OF REFERENCE 23P335

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Political Affairs

Sector of Assignment: Political Affairs Organization/Office: United Nations /Department of Political and Peacebuilding Affairs/Americas Division

Duty Station: New York, United States, one year, with the possibility of another year in a field duty station in the Americas

[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: Team Leader of a sub-regional or country-specific team of the Americas Division for the year of assignment in New York; and the Team Leader of a field duty station if the post is deployed another year to a field duty station.

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.

Direct day-to-day supervision, weekly meetings with supervisor and respective office/team and periodic verbal and written performance appraisal.



III. Duties, Responsibilities and Output Expectations.

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

- Monitor and analyze political developments and emerging issues in the countries under assignment; review and analyze available information from various sources, including open sources, correspondence, etc.; identify matters for follow-up and action.
- Maintain up-to-date knowledge of events relating to international and regional developments in general as they affect regional dynamics; contribute to the provision of early warning of potential challenges.
- Assist as required in the drafting of briefing materials for senior officials including political analysis, background notes, talking points and correspondence.
- Collects and analyzes data to identify trends or patterns and provides insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.
- Support the establishment of effective working relations with counterparts, including other departments of offices of the United Nations Secretariat, United Nations Agencies Funds and Programmes, Member States, Regional Organizations, non-governmental organizations, and other relevant interlocutors and counterparts.
- Provide support, as required, to general needs of the Americas Division in the implementation of its mandate with respect to developments and UN political engagement with the region;
- The specific responsibilities of the JPO would be determined by the demands of the Division at the time of arrival and during the tenure with the Mission/Division, and subject to change depending on the evolution of the operational requirements.

IV. Qualifications and Experience

Education:

Advanced university degree in political or social sciences, international relations, law, public policy, or a 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:

At least two years of experience in international relations, political analysis, research or a similar area. Previous experience with respect to peace processes, peace operations, and field experience in the Latin American and Caribbean region is desirable. Experience in data analytics or related area is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English and Spanish is required.



Other skills:

Excellent political analysis skills, with an ability to identify problems (political, security, socio-economic) affecting a country or geographic area. Excellent drafting ability and communication skills, both oral and written.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Demonstrates ability to analyze and interpret data in support of decision-making and convey resulting information to management; 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

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 have:

- developed a thorough understanding of the political dynamics in Latin America and the Caribbean.
- developed an understanding about conflict analysis, dialogue promotion, mediation techniques and conflict prevention.
- developed an understanding of the workings of the United Nations system, particularly the Secretariat and its role promoting sustaining peace in non-mission settings.
- developed research and analytical skills using different sources.



VI. Background Information

Department of Political and Peace Building Affairs (DPPA) has global responsibility for political and peacebuilding issues in the UN Secretariat. It covers all non-mission settings, as well as regions and countries that have Special Political Missions. The Department manages a spectrum of tools and engagements across the conflict continuum to ensure a more holistic approach to conflict prevention and resolution, electoral assistance, peacebuilding and sustaining peace. This JPO post is located in the Americas Division (AD) of the Department of Political and Peace

Building Affairs (DPPA) and the Department of Peace Operations (DPO). The Americas Division leads efforts for the prevention of conflict, mediation, elections and sustaining peace in the region. The Division includes three subregional teams (Caribbean, Central America and South America) and two country teams that backstop the United Nations Special Political Missions in Colombia and Haiti. The Division provides support to the Secretary-General and other UN principals. It also works closely with UN Resident Coordinators to support UN system engagement on efforts to achieve national targets set by the 2030 Agenda for Sustainable Development, particularly those related its goals 5 (gender equality) and 16 (peace, justice and strong institutions).



ANEJO 3

JPO CENTRO VALENCIA

TERMS OF REFERENCE 23P086

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Data Analysis

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Analytics and Management

Organization/Office: United Nations / United Nations Global Service Centre / Client
Solutions Delivery Section / Data and Visualization Unit

Duty Station:

Valencia, Spain

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: GIS Officer – Chief Data and Visualization Unit

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.



Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

- • Develop process improvement mechanisms, including architectural, data integration, and data management to conduct analytics tasks;
- • Acquire, clean, curate, and conduct ETL processes to data from primary or secondary sources (data lakes, data marts, and data pipelines); maintain and verify the integrity of databases/data systems;
- • Design and implement quality assurance workflows and integrate them into the geospatial application development pipelines; bring data from databases and APIs into the analytics platform;
- • Implement databases, data collection and integration systems, data analytics and other strategies that optimize statistical efficiency and quality; build and embed analytic systems into user portals;
- • Identify, analyze, and interpret trends or patterns, building machine learning solutions and statistical methods to identify relevant features and variables in structured sources of information and data for monitoring, detection, automation, and forecasting;
- • Track and report on progress regarding geoenabling, and integration processes of real-time data feeds, and data initiatives (Big Data and Internet of Things IoT);
- • Develop, reports, tabular cubes, database views, dashboards or other visualization tools to effectively summarize findings and convey information to management;
- • Write documentation and prepare training materials;
- • Perform other duties as required.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in computer science, data science, analytics, statistics, information management, information systems technology, geospatial 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 2 years of relevant work experience in development, implementation and maintenance of data systems, integrations and ETLs or related areas is required.

A minimum of 2 years of relevant work experience in managing geospatial information and integration with geo-enabled applications is desirable.

A minimum of 2 years of relevant work experience with Microsoft SQL or other relational databases is desirable.



A minimum of 2 years of relevant work experience with Microsoft Power BI or other analytics solutions is desirable.

Languages:

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

Other skills:

- Experience developing with MS Microsoft SQL Server Integration Services, Azure Data Factory, Azure Synapse or other data integration solutions;
- Experience developing data models with DAX or MDX in MS SQL Server Analysis Services or Power BI;
- Experience in quality control procedures and data sanity checks;
- Experience in managing IoT data and the integration with location services;
- Experience in database modeling and data mart design;
- Experience in data transformation with R and Python;
- Experience in programming with C# and .Net;
- Experience in MS SQL Reporting Services;
- Experience with MS machine learning and AI solutions;
- Experience in REST APIs;
- Familiarity with data automation techniques;
- Familiarity with big data frameworks such as Spark and Hadoop;
- Knowledge of Agile/Scrum methodologies;

UN competencies:

PROFESSIONALISM: Excellent analytical skills with the ability to collect, curate, integrate, geoenable, organize, manage, and disseminate significant amounts of information with attention to detail and accuracy. The ability to analyze, model and interpret static and real-time data data in support of decision-making and convey information succinctly to management. 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.



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.

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve.

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 have/be able to leverage skills in integrating and geo-enabling different sources of data, including Internet of Things (IoT) data, and executes the data analyses required for various decision-making processes.

The JPO also uses a range of data and visualization tools and products, designs and implements ETL processes, and analyzes data to support the generation of strategic insights.

The JPO will have/be able to design workflows for integrating, geo-enabling, curing, validating, and maintaining static and real-time data pipelines.

VI. Background Information

Against the backdrop of the unprecedented success of Unite FRIM (UN Secretariat Field IoT Platform) concerning centrally and automatically collecting water, wastewater, energy, and fuel data from field infrastructure assets (circa 30,000 data points), it is essential to curate and organize the data before releasing it to the different management, reporting and visualization solutions. The Internet of Things (IoT) is a connected world of moving sensors and stationary meters. Unite FRIM (Field Remote Infrastructure Monitoring) provides field missions with advanced tools to monitor, report and manage resources, transforming infrastructure into a key source of information to improve decision-making and turn UN operations into “smart” and inter-connected technology networks.



Today, all that exists or moves can and should be measured and tracked in real-time. Most sensor data streaming must be geo-referenced (geoenabled) to unearth patterns and trends that would otherwise be hidden and provide geospatial analytics to support digital transformation. These large-scale, big-data repositories must be appropriately curated and managed in terms of storage, accessibility, integration, security, dissemination, and analysis.

The UNGSC provides and supports corporate field technology solutions such as FRIM, applying innovative and state-of-the-art geospatial and information management technologies to UN field missions, UNGSC, and the Secretariat. Unfortunately, despite the importance of the FRIM and Smart Camp activities, there needs to be a dedicated resource to correctly and accurately take care of the activities related to the storage, processing, and dissemination of sensor-based data and geo-location of the IoT feeds.

To ensure the appropriate management of these critical data repositories, the Data and Visualization Unit of the Client Solutions Delivery Section at the UNGSC is seeking one P-2 Associate Data Analyst (IoT Platform Data Manager) to oversee IoT data curation, manage and coordinate the collection, processing, storage, validation, and exchange of data to visualize and perform fast queries and analysis of real-time data feeds; and better leverage the mission's real-time spatial data for essential operational decisions such as remote monitoring of assets, predictive maintenance, and process optimization.

This position will fill the gaps in developing process improvement mechanisms for data analytics tasks and acquire and clean geospatial and sensor-based data from primary or secondary sources and maintain IoT databases/data systems; The Associate Data analyst will implement databases, design data collection systems, conduct data analytics, and other strategies that optimize statistical efficiency and quality/validation of the sensors measurements. Additionally, he/she will identify and interpret location-based trends or patterns, using basic machine learning techniques and statistical methods to identify relevant features and variables in structured sources of information and data. Besides providing clean and geoenabled data, the Analyst all apply geoenrichment processes to deliver data with surrounding information adding value to IoT and analytics business.

The Data and Visualization Unit (DVU) of the Client Solutions Delivery Section (CSDS) at the UNGSC comprises two areas: Data Team and Visualization Team. The Data Team focuses on developing and implementing sustainable, centralized maintenance and updating centralized vector and raster geodatabases, including base mapping and operational data, gazetteers, search and geolocators services. The Visualization Team is responsible for designing, producing, and updating web maps and geospatial services with standardized symbology in support of tools and applications hosted in the UN



GeoPortal for UN operations in the field, including FRIM-FIMMS and mapping components for intelligence dashboards.

The DVU staff composition has mostly geospatial data and visualization components and lacks experts on data integration to the IoT platforms:

1 x P4 GIS Officer - Chief of Unit (Brindisi),

Data Team: 1 P3 GIS Officer - Data Management Lead (Valencia); 1 x P2 Associate GIS Officer (Brindisi); 1 x GS 6 GIS Assistant (Brindisi); 1 x GS 5 GIS Assistant (Brindisi); 1 x GS 5 GIS Assistant (Brindisi).

Visualization Team: 1 x P3 GIS Officer - Visualization Lead (Brindisi); 1 x P2 Associate GIS Officer (Brindisi); 1 x GS 5 GIS Assistant (Brindisi); 1 x GS 5 GIS Assistant (Brindisi)

The DVU team provides geospatial data and information services, follows agile practices, interacts with other CSDS units (Solutions Support and Analytics Location and Intelligence Units), and closely interacts with the dedicated FRIM team (Telecommunications Officers, the IoT Platform Coordinator) of the Infrastructure and Operations Section.



ANEJO 4

JPO UNODC

TERMS OF REFERENCE 23P328 Junior Professional Officer (JPO)

I.- General Information

Title: JPO in Crime Prevention and Criminal Justice (Human Trafficking and Migrant Smuggling)

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Economic Affairs (Organized Crime / Trafficking in Persons and Migrant Smuggling)

Organization/Office: United Nations / UNODC/Division of Treaty Affairs/Organized Crime Branch/Human Trafficking and Migrant Smuggling Section

Duty Station: Vienna, Austria

[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: Team Leader, Normative and Policy, Human Trafficking and Migrant Smuggling Section

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 Junior Professional Officer will work in the Human Trafficking and Migrant Smuggling Section (HTMSS). S/he will be supervised by the Chief, HTMSS and the Team Leader, Normative and Policy, HTMSS.

Work assignments will be assigned in line with the job description. Work progress will be monitored on a continuous basis and discussed at weekly meetings between the Associate Project Officer and his/her supervisor. Performance will be evaluated halfyearly based on the Associate Expert's work plan. The Associate Expert will receive regular guidance on how to accomplish work goals, routine review of work progress and outputs, plus periodic informal and formal performance appraisals.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

To provide professional support to HTMSS and its Global Programmes against Trafficking in Persons and Migrant Smuggling. In particular, the Junior Professional Officer will contribute to supporting intergovernmental processes and policy discussions and strengthening inter-agency cooperation, all in the areas of trafficking in persons and migrant smuggling.

Main tasks comprise:

- contributing to the administrative and substantive preparations and servicing of conferences and expert consultations, as well as of legislative bodies, as required, including on relevant topics of the UNTOC

Conference of the Parties and its Working Groups on Trafficking in Persons and Migrant Smuggling, the Commission on Crime Prevention and Criminal Justice, ECOSOC and the General Assembly as well as the UN Congress on Crime Prevention and Criminal Justice.

- carrying out various substantive, organizational and coordination tasks for providing assistance to States, as well as contributions to technical cooperation against human trafficking and migrant smuggling, in close cooperation with UNODC's other thematic functions, Liaison Offices, Regional Desks and Field Offices, including:
 - o keeping abreast of developments in the thematic subject areas of trafficking in persons, smuggling of migrants and related criminal justice issues, contributing to the development of policy papers and technical guidance and cooperation tools as well as the organization and delivery of activities including expert consultations, conferences, training workshops, and regional activities;
 - o assisting in the collection and compilation of relevant data and background information, including on crime trends, with a focus on human trafficking/migrant smuggling patterns,



routes and trends, profiles of trafficking victims, smuggled migrants and offender profiles, and the compilation and assessment of national legislation, regulations and practices, as necessary;

o providing input to needs assessment, project formulation, implementation, evaluation/review and related missions, in line with programme needs, work plans and budgets;

o maintaining contacts at the policy and operational levels and liaising with government counterparts, intergovernmental and non-governmental organizations, regional and sub-regional institutions, United Nations system agencies and concerned units of UNODC, as necessary;

o providing assistance and contributions for developing and implementing other related technical cooperation activities;

- providing support to inter-agency coordination and cooperation efforts with United Nations system agencies, intergovernmental organizations and other relevant stakeholders, including *inter alia* the Inter-Agency Cooperation Group Against Trafficking in Persons (ICAT) and the United Nations Network on Migration (UNNM);

- preparing, contributing to, and coordinating briefing notes, speaking notes, situation reports and background notes;

- participating in and contributing to consultations with concerned partners of HTMSS and preparing presentations and disseminating information on the Global Programmes against human trafficking and migrant smuggling managed by the Section, and participating in the formulation and dissemination of awareness-raising materials;

- carrying out other tasks as assigned.

Examples of outputs of activities to which the JPO will have contributed are:

- High quality internal and external policy documents (indicator: number and quality of documents and/or inputs prepared);

- Articles, reports, guidelines and best practices papers produced and disseminated (indicator: number and quality of reports and related written outputs);

- Events and activities fostering inter-agency cooperation (indicator: number of meetings organized and held, number of formal consultations undertaken);

- High quality technical guidance activities delivered including training materials developed (indicator: number of meetings organized, number of tools developed);

- Input to closer cooperation with Member States at the policy as well as the programming levels (indicator: number of partnerships serviced, number of thematic activities developed or supported).



IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in criminal law, criminology, and/or related social science, international relations, political science, law, public administration or a related field with adequate focus on crime and justice issues is required. 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 2 years of relevant work experience in crime prevention and criminal justice at national and international levels is required. Proven experience in the development of normative and policy analysis or guidance, preferably on trafficking in persons and/or smuggling of migrants, is required. Direct experience in legal analysis or gaps, preferably related to transnational organized crime, trafficking in persons and/or smuggling of migrants, is desirable. Experience in inter-agency or multi-stakeholder cooperation is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English, i.e. oral and written proficiency, is required. Knowledge of another UN official language (Arabic, Chinese, French, Russian, Spanish) is an advantage.

Other skills:

Computer skills etc.

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;

CLIENT ORIENTATION: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

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

The JPO will receive guidance, supervision and on-the-job training on a regular basis. Additional training opportunities will become available through participation in specialized activities in the area of work and attendance at substantive events that focus on criminal justice matters, including the organization of seminars, workshops etc.

The topics of trafficking in persons and migrant smuggling are cross-cutting issues that require a multi-disciplinary approach and consultations and coordination of activities with a large number of sister organizations, various UN Secretariat entities and other IGOs and NGOs. The JPO will broaden his/her scope of experience and will also gain additional knowledge on criminal justice issues, including on the possible link between drug control and crime prevention strategies.

In particular, through completion of the assignment, the JPO will:

- gain improved substantive knowledge in crime prevention and justice matters in general, and in-depth knowledge in fighting transnational organized crime and in particular trafficking in human beings and migrant smuggling;
- gain exposure to the overall work of the United Nations in the field of development cooperation and assistance to the related negotiation processes;
- acquire a good understanding of inter-agency cooperation mechanisms in the area of anti-human trafficking and migrant smuggling;
- gain work experience in programme monitoring and management, including carrying out substantive assessment of project proposals and technical cooperation requests, and consultations with other UN agencies, donor and recipient countries, relevant IGOs and NGOs.



VI. Background Information

The United Nations Office on Drugs and Crime (UNODC) is the guardian of the United Nations Convention against Transnational Organized Crime and its supplementing Protocols on Human Trafficking, Migrant Smuggling and Arms Trafficking. The Convention entered into force in September 2003 whereas the Trafficking in Persons Protocol entered into force in December 2003 and the Smuggling of Migrants Protocol in January 2004. The Protocols provide the first internationally agreed upon definitions of trafficking in persons and migrant smuggling. Furthermore, they require States to criminalize such activities. They also call for measures to prevent human trafficking and migrant smuggling and oblige parties to the instruments to offer assistance to and protect victims and, in a more specifically targeted manner, to smuggled migrants. The high number of ratifications/accessions by States demonstrates high political importance and readiness of Member States to combat these phenomena.

UNODC through its Human Trafficking and Migrant Smuggling Section (HTMSS) supports the efforts of Member States and regional organizations to implement the provisions of the Convention against Transnational Organized Crime and the Trafficking and Smuggling Protocols. The Section's normative work and technical cooperation are undertaken under its two Global Programmes against Trafficking in Human Beings and Smuggling of Migrants (these Programmes will be administratively merged in the coming months, to better support the underlying and ongoing work). Their over-arching objective is to bring to the foreground the involvement of organized criminal groups in human trafficking and migrant smuggling and to promote the development of effective criminal justice-related responses. The two Programmes also aim at strengthening international cooperation among Member States and at increasing synergy between the UN as well as other international agencies involved in the development and provision of technical cooperation support in these fields.

Through technical cooperation, the Programmes aim to, among others:

- analyze trafficking and smuggling situation and involvement of organized crime groups;
- strengthen criminal justice responses, including the investigative and prosecutorial capacity of Member States;
- improve cooperation among law enforcement and judicial agencies as well as other relevant institutions, including the civil society;
- improve protection and support systems for victims and witnesses of crime.

The UN General Assembly, ECOSOC and the Commission on Crime Prevention and Criminal Justice have issued a series of resolutions strengthening UNODC's mandate in



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

supporting Member States efforts to prevent and combat trafficking in persons and smuggling of migrants (<http://www.unodc.org/unodc/en/commissions/CCPCJ/05-resolutions-.html>). The Conference of the Parties to the United Nations Convention against Transnational Organized Crime and the Protocols Thereto have also issued a number of resolutions strengthening UNODC's mandate in the implementation of the Convention and the Protocols (<http://www.unodc.org/unodc/en/treaties/CTOC/CTOCCOP.html>)

Further background information on the work of UNODC is available on UNODC's web site (www.unodc.org)



ANEJO 5

JPO OIEA

Position and Grade:	Associate Training Officer
Organizational Unit:	Division of Concepts and Planning (SGCP) Department of Safeguards
Duty Station:	Vienna
Type/Duration of Appointment:	Fixed Term – JPO, 2 years.

I.- Organizational Setting

The Department of Safeguards carries out the IAEA's duties and responsibilities as the world's nuclear inspectorate, supporting global efforts to stop the spread of nuclear weapons. The primary role of the Department is to develop and implement IAEA safeguards to ensure that there is no diversion of declared nuclear material from peaceful activities and no indications of undeclared nuclear material or activities in a State as a whole.

The Department comprises nuclear safeguards inspectors, responsible for carrying out inspections and verifications of all-safeguards relevant information for nuclear facilities in over 180 States; and technical staff responsible for a wide range of activities including: developing concepts and approaches for implementing safeguards; developing and maintaining safeguards equipment; providing analytical and laboratory services for sample analysis; collecting, evaluating and analysing safeguards-relevant information; providing information and communication technology infrastructure and services; and providing programme coordination support.

The Division of Concepts and Planning (SGCP) is responsible for the development and promotion of safeguards concepts and policy; the coordination of research and development activities and Member State Support Programmes; strategic planning; the implementation of the quality management system of the Department; and the provision and development of training.

II.- Main Purpose



As part of the Training Section, the Associate Training Officer (SGCP) supports the Training Officers in every aspect of the training process: training needs analysis, training design, development, implementation, and effectiveness evaluation.

III.- Role

The Associate Training Officer (SGCP) is: (1) a promoter for professional development and adult learning; (2) an implementer of the systematic approach to training from training needs analysis to training effectiveness evaluation; (3) a team collaborator to training design, development (training materials, eLearning) and training delivery (in his/her area of expertise); (4) a resource for managing training processes (e.g. learning management systems), process improvement (documentation) and communication (stakeholder communication); (5) a contributor to the overall departmental knowledge in his/her area of expertise.

IV.-Partnerships

The Associate Training Officer (SGCP) will work with the Training Officers, Training Assistants, Subject Matter Experts as well as with training customers and stakeholders (inside and outside the organization).

V.- Functions / Key Results Expected

Under the supervision of the team lead and of training officers, the Associate Training Officer (SGCP):

- Assists in the analysis of training needs, training effectiveness and priorities for the staff in the department.
- Designs training materials (including eLearning materials).
- Drafts procedures and maintains IT tools for the implementation and improvement of training processes.
- Provides advice and review of technical content in his/her area of expertise.
- Supports communication with stakeholders inside and outside the department and the IAEA.

Competencies and Expertise

Competence

Communication

Core Competencies

Occupational Role

Individual Contributor

Behavioural Indicator

Communicates orally and in writing in a clear, concise and impartial manner. Takes time



Achieving Results	Individual Contributor	<p>to listen and understand the perspective of others and proposes solutions.</p> <p>Takes initiative in defining realistic outputs and clarifying roles, responsibilities and expected results in the context of the Department/Division's programme. Evaluates his/her results realistically, drawing conclusions from lessons learned.</p>
Teamwork	Individual Contributor	<p>Actively contributes to achieving team results. Supports team decisions.</p>
Planning and Organizing	Individual Contributor	<p>Plans and organizes his/her own work in support of achieving the team or Section's priorities. Takes into account potential changes and proposes contingency plans</p>
Functional Competencies		
Competence	Occupational Role	Behavioural Indicator
Client orientation	Associate	<p>Establishes effective relationships with clients to understand and meet or exceed their needs. Finds ways to ensure client satisfaction.</p> <p>Identifies opportunities for process, system and structural improvement as well as improving current practices, increasing effectiveness and achieving efficiency gains. Actively supports the application of sound quality management standards and process improvement.</p>
Commitment to continuous process improvement	Associate	



Technical/scientific credibility Associate

Acquires and applies new skills to remain up to date in his/her area of expertise. Reliably applies knowledge of basic technical/scientific methods and concepts

Expertise

Management and Programme Analysis/
Information Collection and Analysis
Training/ Training Design

Description

Strong analytical skills and the ability to analyze data relevant to training. Some experience or knowledge of training and/or e-learning is an asset

Education, Experience and Language Skills

University degree in Nuclear Sciences, or Information Technology, or Training and Development, or other related sciences.

At least two years of working experience in the relevant areas (Nuclear Sciences and/or Information Technology and/or Training and Development).

Good communication and presentation skills, including preparation and delivery of teaching materials in his/her area of expertise.

Excellent oral and written command of English. Knowledge of other official IAEA languages (Arabic, Chinese, French, Russian and Spanish) is an asset.