



UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

I. Position Information		
Job Title: SDGs Coordination Officer Department: SDG Coordination Reports to: Resident Representative	Grade Level: P2 Bureau: RBAP	Position Number: n/a Position designation: With no mobility requirement Duty Station: New Delhi, India
Career Track: SDG Integration Career Stream: (include thematic area for Policy/Programme Career Stream; and functional group for Corporate Operations Career Stream) Contract Modality: FTA International (JPO) Contract Duration: 1 year FTA, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement		

II. Background and Organizational Context
<p>The UNDP Junior Professional Officer (JPO) Programme:</p> <p>The UNDP (United Nations Development Programme) JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.</p> <p>During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.</p> <p>As a JPO and young professional in UNDP you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.</p> <p>The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including :</p> <ul style="list-style-type: none">• Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities• Establishment of a work plan, with clear key results• Guidance and advice in relation to learning and training opportunities within the field of expertise• Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives <p>The JPO will benefit from the following learning and development opportunities:</p> <ul style="list-style-type: none">• Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment• Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide• On-going Masterclasses on relevant and inspiring themes• Career development support mechanisms and activities• Networking with fellow JPOs, young professionals and senior UNDP colleagues• Mentoring programme• Other training and learning opportunities_ <p>Organizational context:</p>



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UNDP has been working in India since 1951 in almost all areas of human development. Together with the Government of India and development partners, we have worked towards eradicating poverty, reducing inequalities, strengthening local governance, enhancing community resilience, protecting the environment, supporting policy initiatives and institutional reforms, and accelerating sustainable development for all.

With projects and programmes in every state and union territory in India, UNDP works with national and subnational government, and diverse development actors to deliver people-centric results, particularly for the most vulnerable and marginalized communities. As the integrator for collective action on the Sustainable Development Goals (SDGs) within the UN system, we are committed to supporting the Government of India's national development vision and priorities and accelerating the achievement of the SDGs for the people and the planet.

UNDP India's current Country Programme, 2018-2022, is in its final year of implementation. Our new Country Programme (2023-2027), which comes into effect in 2023, builds on our prior work and aims to provide an integrated approach to development solutions in three strategic portfolios:

- Strong, accountable and evidence-led institutions for accelerated achievement of the SDGs
- Enhanced economic opportunities and social protection to reduce inequality, with a focus on the marginalized
- Climate-smart solutions, sustainable ecosystems and resilient development for reduced vulnerability

South-South cooperation, gender equality and social inclusion are promoted across the pillars. The programme is supported by a framework of renewed partnerships and blended finance solutions, strategic innovation and accelerator labs, and data and digital architecture.

You are invited to join a team of future-smart development professionals to support India in achieving the national and globally agreed goals. As part of the UNDP team, your focus will be to work with diverse stakeholders to find country-specific solutions that lead to sustainable development and reach those furthest behind first.

The Government of India has shown a strong commitment to the 2030 Agenda and began the nationalization and localization of the Sustainable Development Goals (SDGs) from early 2016. The Indian Prime Minister's call for '*Sabka Saath, Sabka Vikas, Sabka Vishwas*' (Collective Effort, Inclusive Growth, Trust of Everyone) resonates with the key principle of leaving no one behind. The Prime Minister has announced his vision for a New India by 2022, that is free of casteism and communalism, and clean and healthy, and focused on inclusion and greater opportunities for women and youth. The National Institution for Transforming India (NITI Aayog), has been entrusted with the responsibility of coordinating a 'whole of government' approach on the SDGs with ministries and states. In the framework of cooperative and competitive federalism, the localization of SDGs assumes central importance. Four years after the adoption of the SDGs, NITI Aayog in August 2019 with support from the UN India released its first report on [early lessons from localizing the SDGs in India](#) which serves as an advocacy tool for states to share experiences with each other and the outside world.

With over 40 projects currently on the ground and project interventions in almost every state and partnerships with 10 central ministries, UNDP India works to achieve the Sustainable Development Goals through 3 key priority areas in the ongoing country programme 2018-2022:

- a) Institutional and Systems Strengthening for Service Delivery. This focus area corresponds to the need for 'growth enablers' expressed in the national agenda through e-governance, systems strengthening, technological innovations, and citizen centric service delivery;
- b) Inclusive Growth: This focus areas contributes to the 'Sabka Saath, Sabka Vikas' (collective efforts, inclusive growth) agenda of the government through innovations, entrepreneurship, skills building and creating well-paid jobs;
- c) Energy, Environment and Resilience: This focus areas contributes to the national agenda on sustainability of the environment and forests, climate change and resilience, biodiversity and sustainable management of natural resources; energy efficiency; circular economy through industrial and waste management and recycling.

The integrated development solutions, scalability and impact are inherent to the three priority areas as above. UNDP India programme's focus on cross-cutting partnerships and blended financing frameworks is aimed to achieve a strategic



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shift from funding to financing and to create new partnerships for channeling resources to support the SDGs achievement in the country. Leveraging UNDP's global expertise and presence, the South-South and regional cooperation is another cross-cutting area in the programme priorities.

III. Position Purpose

Under the guidance and direct supervision of the Resident Representative, the SDGs Coordination Officer assisted by the Programme Team Leaders provides management, coordination and partnership development support to the Resident Representative and Deputy Resident Representative in delivering UNDP programmatic work at the national and state level. S/he collaborates with the programme teams within the country office, state offices, UNDP's key development partners in the country, and UN agencies to support the representational, advocacy, programme, and partnership commitments of the Resident Representative on the SDGs and national development agenda.

Reporting structure and partners:

The SDGs Coordination Officer will report to the Resident Representative and will work in close collaboration with the programme and operations team, state offices, programme staff in UN Agencies in India, UNDP Regional Centre and HQ staff, Government officials, multi-lateral, bi-lateral and other key development partners and organizations in support of successful UNDP programme implementation.

IV. Key Duties and Accountabilities

1.) SDGs planning, implementation and M&E in Programmes

- Support UNDP's positioning as SDGs integrator at the national and state level;
- Support Resident Representative, Deputy Resident Representative and Programme Teams in planning, designing and mainstreaming integrated / multi-sectoral solutions approach to the SDGs in current and future programmes and projects;
- Identify and analyse emerging development priorities and advise on strategic interventions;
- Support integrated programme scoping missions including to the States and document learnings and feedback to inform decision making;
- Support strategic programmatic engagement with key government counterparts at the national and state level;
- Participate in meetings and represent UNDP in various forums as required;
- Contribute to ensure corporate M&E requirements for applicable programme and projects;
- Contribute to relevant reports, publications, briefing notes and UNDP statements

2.) Advocacy, coordination and strategic partnership development

- Collect, analyse and identify opportunities for collaboration with key development partners / donors, both traditional and non-traditional, in the country and support development of partnerships;
- Facilitate regular communication with the donors and support advocacy and outreach efforts as well as follow up on overall visibility of the donors including donor visits to project sites;
- Act as focal point for specific donors; Promptly respond to the donors' queries and solicit and consolidate inputs from relevant portfolios;
- Support negotiations on co-operation with development partners and financing institutions to identify and mobilize resources for programmes; Actively contribute to the overall office effort in resource mobilization including non-traditional donors such as private sector;
- Maintain/expand existing partnership with Japanese organizations such as the Embassy of Japan, JICA and Japan Chamber of Commerce and Industry in India (JCCI) and act as a focal person for coordination.
- Support coordination with Resident Coordinators office and UN agencies in India; Participate in inter agency and donor meetings and represent UNDP in various forums as required;
- Support updates and strategic information sharing with UNDP Bangkok Regional Hub and Headquarters;
- Contribute to substantive preparations (e.g. drafting reports, briefs, speeches) for Resident Representative and Deputy Resident Representative participation at the meetings, workshops, conferences etc;

3.) Innovation and knowledge building within the programmes



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- Ideate with the Programme teams and Accelerator Lab on ideas and opportunities for the development of new interventions for the Programme;
- Support innovative partnerships across programme portfolio;
- Contribute to SDGs learning and building knowledge on integrated approaches to the SDGs;
- Contribute to showcasing of the strategic programme interventions at regional and international fora;
- Contribute to knowledge networks and communities of practice showcasing UNDP India work.

Supervisory/Managerial Responsibilities: NA

V. Requirements:

Education

Master's Degree or equivalent Advanced Degree in public policy, public administration, social sciences, development studies, economics or a related area.

Experience, Knowledge, and Skills

Experience:

- A minimum of two years of professional work experience in sustainable development issues in different development contexts. Work experience in developing countries preferably in the Asia-Pacific region would be an asset.
- Good knowledge on SDGs and sustainable development agenda especially in developing and Middle-Income Country context.
- Team player and ability to work within tight deadlines and under pressure.

Language requirements:

- Fluency in English, both written and oral
- Any other UN language is desirable.

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by 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 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, aware of unconscious bias, confront discrimination

Cross-Functional & Technical competencies

Thematic Area	Name	Definition
<i>Business Development</i>	<i>Knowledge Generation</i>	Ability to research and turn information into useful knowledge, relevant for context or responsive to as stated need.
<i>Business Development</i>	<i>Knowledge Facilitation</i>	Ability to animate individuals and communities of contributors to participate and share, particularly externally



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<i>Business Management</i>	<i>Partnerships Management</i>	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
<i>Business Management</i>	<i>Risk Management</i>	Ability to identify and organize action around mitigation and proactively managing risks
<i>Business Management</i>	<i>Results-based Management</i>	Ability to manage programmes and projects with a focus at improved performance and demonstrable results
<i>Business Direction and Strategy</i>	<i>Strategic Thinking</i>	Ability to develop effective strategies and prioritized 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 in order to model what future developments and possible ways forward look like for UNDP
Programme and Policy	SDG Integration	Knowledge of SDGs and the ability to apply to strategic and/or practical situations. Exercise skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work.

VI. Keywords

List 3-5 most important skills from competencies required for the position – limited to 1-3-word descriptions – that will help inform workforce planning of critical skill supply and demand.

Knowledge of SDGs and the ability to apply to strategic and/or practical situations

Team player and ability to work within tight deadlines and under pressure.