



UNITED NATIONS DEVELOPMENT PROGRAMME - JOB DESCRIPTION

I. Position Information

Job Title: Regional Transition Specialist Department: UNDP Reports to: Transition Specialist UNDP-HQ and Governance, Peacebuilding and Crisis Response Team Leader for Arab States (matrixed reporting)	Grade Level: P4 Bureau: CB Direct Reports:	Position Number: Position designation: with mobility requirement, rotational Duty Station: Amman, Jordan
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Career Track: Professional/Expert
Career Stream: Crisis Prevention & Recovery / Transitions
Contract Modality: FTA International
Contract Duration: 1 year FTA

II. Background and Organizational Context

Background

UN transitions remain a core UN priority as several peacekeeping and special political missions in the Middle East and Africa undergo drawdown, reconfiguration, or withdrawal. These processes directly affect the overall prospects for peace in host countries as well as the UNCT's footprint, strategy, and delivery model. Ensuring coherence between mission planning and UNCT engagement is therefore essential to managing political and programmatic risks, avoiding gaps in support, and sustaining peace dividends throughout and beyond the transition.

As missions scale down, UNDP is frequently expected to assume greater responsibilities in areas such as governance, rule of law, stabilization, basic services, and economic recovery. This heightened role requires UNDP to engage proactively and strategically from the earliest stages of transition planning to safeguard gains and ensure the organization is prepared to meet increased expectations.

Organizational context

UNDP advances the Sustainable Development Goals (SDGs) through integrated policy, programmatic, and financing solutions delivered via the Global Policy Network (GPN), which brings together global and field-based technical expertise. The Bureau for Policy and Programme Support (BPPS) and the Crisis Bureau (CB) anchor the GPN.

The Crisis Bureau leads UNDP's work on fragility and crisis, supporting countries to anticipate, prevent, respond to, and recover from crises. Guided by UNDP's Crisis Offer (2022), CB addresses risks that drive crisis, hinder recovery, and prolong humanitarian dependence, working with Regional Bureaus and Country Offices to deliver integrated prevention, response, and recovery support.

The Governance, Rule of Law, and Peacebuilding Hub, jointly led by CB and BPPS, integrates governance, rule of law, and peacebuilding (GRP) portfolios to strengthen UNDP's strategic positioning, resource mobilization, and global advocacy, and to advance principled GRP solutions that promote inclusive governance, crisis response, and peacebuilding.

Additionally, through its Regional Bureau for the Arab States (RBAS) and its Regional Hub, located in Amman, Jordan, UNDP provides technical assistance, programming and policy advice to country offices in 17 Arab countries, with the 18th located in the occupied Palestinian territory. The Regional Hub serves as a critical platform to support regional and national development priorities, offering specialized expertise to address emerging and complex challenges related to multiple areas, including governance, democratic transitions, conflict prevention, state-building, and inclusive development.

As part of the Hub, the Governance, Peacebuilding and the Crisis Response team provides policy advice, support and assistance to the needs and priorities of the country offices and to regional projects and initiatives to ensure quality programming in the areas of conflict prevention and peacebuilding, inclusive political processes, rule of law, state building and public sector reform, crisis response and recovery, digital transformation, human mobility, people with disability, local governance and preventing violence extremism. Gender equality and women empowerment are cross-cutting priorities. Great focus is on people with disabilities, forcibly displaced and youth.

Under the supervision of the Transitions Specialist (CB, HQ) and Governance, Peacebuilding and Crisis Response Team Leader at the UNDP Regional Hub for Arab States, the incumbent will work in collaboration with other Advisors and Specialists in the Regional Hub, HQ, Country Offices, GPN, GRP Hub, UN agencies and rosters of external advisors. He/she will be responsible for the provision of technical expertise and policy and programme advisory services to Country Offices, and, where appropriate, work closely with UN and external partners on key agenda issues.

III. Position Purpose

Based in the Regional Hub in Amman, the Regional Transition Specialist will support UNDP Country Offices across the RBAS region that operate in contexts with a UN peace operation. The role will focus on enabling Country Offices to engage proactively and strategically in UN mission transition processes, helping them anticipate transition dynamics, articulate clear transition visions, and position UNDP as a key partner throughout and beyond UN mission processes.

Working in close coordination with colleagues in the Amman Regional Hub and RBAS, the Specialist will provide hands-on advisory support to Country Offices on transition-related strategic planning, risk analysis, and scenario thinking. The role will support Country Offices in identifying programmatic, partnership, and financing opportunities arising from mission transitions, and in aligning UNDP programming with evolving UN presences and national priorities.

Through this support, the Regional Transition Specialist will help ensure UNDP Country Offices are well positioned to contribute to coherent, nationally anchored, and forward-looking transition processes that deliver sustainable peace dividends across the RBAS region.

IV. Key Duties and Accountabilities

In this section list up to five primary functions/accountabilities of the position (Typically one sentence each) and examples of duties that must be performed to successfully accomplish key responsibilities.

1) Support strategic planning and positioning of UNDP Country Offices in UN mission transition contexts

Example of Duties:

- Provide strategic advisory support to Country Offices to anticipate political, programmatic, and operational transition dynamics.
- Support Country Office participation in integrated UN planning processes and strategic assessments related to mission drawdown or reconfiguration.
- Help articulate clear UNDP transition visions, priorities, and risk-informed approaches aligned with national contexts and evolving UN presences.

2) Enable effective stakeholder engagement and nationally owned transition pathways

Example of Duties:

- Support Country Offices in engaging governments, civil society, donors, IFIs, and regional actors on transition-related priorities.
- Promote nationally owned and inclusive transition pathways by aligning UNDP engagement with national development strategies, SDG frameworks, and peacebuilding priorities.
- Strengthen Country Office capacity to navigate politically sensitive transition discussions with multiple stakeholders.

3) Deliver demand-driven advisory support and operational surge to Country Offices in transition settings, and in relation to crisis and recovery contexts

Example of Duties:

- Provide hands-on, context-specific advisory support to Country Offices experiencing active or anticipated mission transitions, and in connection to protracted crisis, recovery and peacebuilding response.
- Support identification of programmatic gaps, operational risks, and opportunities to sustain or scale UNDP engagement during and after mission drawdown, and in line with HDP nexus and peacebuilding approaches. In doing so, he/she will work closely with advisors and experts in areas of Recovery, Peacebuilding, Governance, Rule of Law, and related fields.
- Facilitate timely information exchange between Country Offices, UN missions, RCOs, and UNCT partners to support adaptive decision-making.
- Liaise with Crisis Bureau's teams to develop integrated support packages for COs

4) Drive learning, coordination, and institutional knowledge on mission transitions

Example of Duties:

- Systematically capture lessons learned and emerging practices from Country Office engagement in transition contexts.
- Facilitate regional, inter-agency, and peer-to-peer learning and coordination on mission transitions.
- Translate operational experience into practical insights to inform regional, corporate, and system-wide transition guidance, tools, and dialogue.
- Contribute content and knowledge to the UNDP Crisis Academy.

5) Advance strategic partnerships and resource mobilization linked to mission transitions

Example of Duties:

- Support Country Offices in identifying financing opportunities associated with mission transitions, including bilateral donors, pooled funds, IFIs, and regional instruments.
- Advise on the development of transition-focused programmatic offers and investment cases aligned with evolving UN presences and national priorities.
- Facilitate strategic engagement with donors and partners in close coordination with RBAS, the Regional Hub, and relevant HQ teams.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organisation.

Supervisory/Managerial Responsibilities: N/A

V. Requirements:

In this section, describe the qualification requirements of the position.

Education

Master's degree in political science, international development, law, public administration, economics, or related field.

Experience, Knowledge, and Skills

List:

- Minimum 7 years of relevant experience in development, crisis prevention, peacebuilding, or mission transitions, with increasing level of responsibility.
- At least 4 years in conflict/post-conflict field settings with UN Agencies or UN mission engagement.
- Demonstrated experience with UN strategic planning, multi-stakeholders' assessments, and management or coordination of integrated processes in politically complex settings
- Proven experience in mission–UNCT transition coordination required.
- Previous experience and strong familiarity with regional political dynamics and UN mandates in the Middle East context an asset.
- Excellent analytical, coordination, negotiation, and communication skills.
- Proven track record of management and resource mobilization skills.
- Ability to operate effectively under pressure in fast-paced, politically complex environments.

Language Requirements

- Fluency in English required.
- Fluency in Arabic and/or French is desirable.

Expected Demonstration of Competencies

Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 5: Creates new and relevant ideas and leads others to implement them
Leadership <i>Ability to persuade others to follow</i>	Level 5: Plans and acts transparently, actively works to remove barriers
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 5: Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 5: Critically assesses value and relevance of existing policy / practice and contributes to enhanced delivery of products, services, and innovative solutions
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx

	and hiring managers are encouraged to familiarize themselves for more information
<p>Strategic planning: Ability to make decisions that align with strategy, vision and mission</p>	Level 6: Integrate & Empower: Leads integral work of teams utilizing expertise, vision, problem-solving capability, and collaborative energy in professional area of expertise
<p>Capacity development: Ability to support partner countries' capacity to manage ODA resources effectively and harmonize with national policy and financing frameworks</p>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
<p>Sustainable Development Goals: knowledge of the SDGs and the ability to apply to strategic and/or practical situations</p>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
<p>Conflict analysis and risk assessment: Knowledge of conflict analysis and risk management concepts and the ability to apply to strategic and/or practical situations</p>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
<p>Collaboration and partnerships: Ability to develop, maintain, and strengthen partnerships with others inside or outside the organization. Set overall direction for the formation and management of strategic relationships contributing to the overall positioning of the UN</p>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
<p>Facilitation and knowledge exchange: Ability to harvest country voices for global policy dialogues on policy and financing frameworks</p>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
<p>Communication: Ability to effectively communicate intentions and requirements to internal and external stakeholders</p>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise

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.