



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

I. Position Information		
Job Title: Policy Analyst – Crisis Prevention, Response and Recovery	Grade Level: P2 Bureau: Crisis Bureau	Position Number: n/a Position designation: With no mobility requirement Duty Station: Geneva Headquarters
Department: Crisis Bureau	Reports to: Senior Policy Advisor, Policy Coherence and Integration	
Career Track: Professional/expert 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 programmes 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



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- Mentoring programme
- Other training and learning opportunities

Organizational context

The Crisis Bureau (CB) is galvanizing UNDP's efforts to support countries to build resilience by strengthening capacities to anticipate, prevent, respond to, and recover from the impacts of crises and shocks on progress towards the Sustainable Development Goals (SDGs). These efforts are geared towards reducing countries' reliance on external humanitarian relief and peace interventions, while risk-informing development planning and decision-making to minimize creation of new risks. UNDP seeks to ensure that development perspectives are introduced as early as possible in response and recovery cycles, including approaching recovery as an opportunity to reset development practices onto more resilient, green and equitable pathways.

UNDP's corporate Crisis Offer seeks to consolidate and upgrade UNDP's crisis mechanisms to break the cycle of protracted crisis and fragility; to get ahead of the crisis curve through anticipating and preventing crises; and to sustain development throughout crisis by investing in hope – from jobs to justice. These efforts seek to mitigate potential shocks and disruptions, protect hard-won development gains, and to provide sustained accompaniment throughout crises, and to pursue pathways out of crisis and build longer-term resilience. The CB supports Regional Bureaus (RBx) and Country Offices (COs) to ensure risk-informed and preventive approaches are integrated into development plans, priorities and programmes.

The Policy, Knowledge and Partnerships (PKP) Team in the Crisis Bureau is responsible for leading UNDP's multidimensional policy, thought leadership, and partnerships agenda on crisis and fragility. The PKP Team consists of: the Policy Coherence and Integration Unit; Thought Leadership, Knowledge Management and Learning Unit; and Partnerships and Financing for Fragility Unit, as well as the Gender and Crisis Facility.

The Policy Coherence and Integration Unit is specifically responsible for:

- Act as focal point for cross-pillar coherence on the issue of Humanitarian-Development-Peace Nexus and UN System-Wide Integration. Work across CB teams, strengthen engagement to leverage greater collective coherence and impact across UN, and UNDP's consistent positioning at various inter-agency partnerships and fora.
- Develop policies and solutions through innovation that would promote integrated and systems approach to crisis and fragility across UNDP, to ensure coherence and integration of policies related to crisis, fragility, and resilience, and delivering an integrated response to the signature solutions and directions of change, as defined by UNDP's Strategic Plan.
- Act as a focal point for policy-related work within the CB and maintain full overview of all policy development work within the Crisis Bureau.
- Facilitate information sharing and policy coherence and serve as Crisis Bureau focal point for UNDP's contribution to relevant UN system-wide policy processes.
- On behalf of the Crisis Bureau, engage with UNDP's SDG Integration and Strategic Innovation Teams to ensure that policies on crisis, fragility and resilience promote innovation, systems thinking and strategic integration.
- Together with the GPN Gender Team, co-lead the GPN's Gender and Crisis support work, and strengthen UNDP's transformational impact on gender and crisis.

Against this background, the Policy Analyst for Crisis Prevention, Response, and Recovery (Junior Professional Officer - JPO) will support contribute towards the Crisis Bureau's activities on engagement with the humanitarian sector and positioning of development in crisis settings. Under the supervision and guidance of the Senior Policy Advisor, Policy Coherence and Integration in PKP s/he will conduct research, with a view to:

- Gather insights and knowledge on key crisis and fragility issues and the humanitarian trends and engagement that are linked to that. These can be country/region-specific, global and cross-cutting and will help to inform CB's strategies and approaches to position UNDP as a forward-looking and innovative organisation.



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- Support the development of knowledge products and tools, provide the evidence base for CB policies and/or inform ongoing strategic process.
- Support internal and external dialogues and consultations, coordination, and advocacy with relevant actors to position UNDP as the bridge across the humanitarian, development, and peace nexus, and as the development partner of choice in crisis and fragile contexts.

The JPO will report to Senior Policy Advisor, Policy Coherence and Integration in PKP and will be based in Geneva.

III. Position Purpose

The Policy Analyst – Crisis Prevention, Response and Recovery will conduct research to provide support to help UNDP implement the Crisis Offer. The work will focus on:

1. Gather insights and knowledge on key crisis and fragility issues and the humanitarian trends and engagement that are linked to that. These can be country/region-specific, global and cross-cutting and will help to inform CB's strategies and approaches to position UNDP as a forward-looking and innovative organisation.
2. Support the development of knowledge products and tools, provide the evidence base for CB policies and/or inform ongoing strategic process.
3. Support internal and external dialogues and consultations, coordination, and advocacy with relevant actors to position UNDP as the bridge across the humanitarian, development, and peace nexus, and as the development partner of choice in crisis and fragile contexts.
4. Provide general support to the CB Team

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. Gather insights and knowledge on key crisis and fragility issues and the humanitarian trends and engagement that are linked to that. These can be country/region-specific, global and cross-cutting and will help to inform CB's strategies and approaches to position UNDP as a forward-looking and innovative organisation.**

- Survey and compile relevant humanitarian reports, research and data and any other information relevant to CB areas of work and CB focus countries to identify trends;
- Systematically collect and update information and related on-going or planned bilateral, multilateral and non-governmental programmes in the humanitarian space relevant to CB and its technical teams;
- Undertake Sectoral and/or programme analysis work as required and monitor change in context;
- Support preparations of briefing notes and talking points for UNDP's participation in key inter-agency coordination processes.

- 2. Support the development of knowledge products and tools, provide the evidence base for CB policies and/or inform ongoing strategic process.**

- Contribute to the development of policy research and knowledge-generation products, including through UNDP Communities of Practice, linked to crisis prevention, recovery, and resilience.
- Support continued mapping of key stakeholders and partners in relation to the humanitarian-development nexus, disaster risk resilience, human mobility/forced displacement, including stakeholder mapping.
- Critically review and curate data, case evidence and research findings to distil pivotal lessons on development solutions for UNDP globally and to translate substantive learning into organizational agility.
- Support preparations for strategic CB events, in coordination with CB teams.
- Implement office guidelines and agreements to mainstream gender considerations and promote the advancement of women in CB-supported activities;



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3. Support internal and external dialogues and consultations, coordination, and advocacy with relevant actors to position UNDP as the bridge across the humanitarian, development, and peace nexus, and as the development partner of choice in crisis and fragile contexts.

- Contribute to strengthening stronger working relationships, partnerships and coordination with key humanitarian mechanisms;
- Support the planning and organization of CB events and external interventions, including the preparation of policy briefs and talking points.
- Contribute as needed in the formulation of portfolios approaches in support of Country Offices

4. Provide general support to the CB Team

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| <i>Example of Duties:</i> | <ul style="list-style-type: none"> • Draft terms of reference, identify consultants, arrange their recruitment, and backstop their work; • Develop/ update project/programme documents, including descriptions, work plans and budgets; • Assist in the promotion of the work and image of UNDP by preparing write-ups for public information purposes; • Represent (as tasked by supervisor) UNDP at various meetings and workshops and provide read outs, draft talking points and press releases on project-related issues, etc.; • Coordinate, arrange and backstop colleagues and consultants as needed; • Carry out other duties as may be assigned by the supervisor. |
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Supervisory/Managerial Responsibilities: None

V. Requirements:

Education

Bachelor's or Master's Degree or equivalent Advanced Degree in social sciences, international development-related studies, conflict studies, or related field; economics; human rights; law; or other related areas.

Experience, knowledge, and skills

- A minimum of two years of paid working experience in a humanitarian or development setting. For applications based on a Bachelor's degree, applicants must have two additional years of experience (four in total) post degree
- At least two (or four, for applications based on a Bachelor's) years of work experience at international level related to one or more of the following: crisis prevention and recovery, humanitarian affairs and/or sustainable development.
- Highly desirable: paid or unpaid experience working within -
 - National or local governments;
 - International affairs and/or international development organizations;
 - Civil society organizations and NGOs;
- Fluency in English (written and oral) is required; working knowledge of another UN language highly desirable
- Excellent communication and interpersonal skills and ability to work and handle stressful conditions;

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process



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Act with Determination	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

Cross-Functional & Technical competencies (insert up to 7 competencies)

Thematic Area	Name	Definition
Business development	Knowledge generation	Ability to research and turn information into useful knowledge, relevant for content, or responsive to a stated need
Business development	Integration within the UN	Ability to identify, and integrate capacity and assets of the UN system, and engage in joint work; knowledge of the UN System and ability to apply this knowledge to strategic and/or practical situations
Business management	Partnerships Management	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
Business management	Communication	Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience
Partnership management	Resource mobilization	Ability to identify funding sources, match funding needs (programmes/projects/initiatives) with funding opportunities, and establish a plan to meet funding requirements

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.

- Partnership building
- Coordination
- Research skills