



UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

Please use this format to request a JPO for your office. The Job Description should be specific and comprehensive and UN/UNDP abbreviations should be spelled out in full.

I. Position Information

JPO functional title: Environment, Climate Change & Resilience Programme Analyst

Main sector of assignment: Energy and environment

Detailed sector of assignment: Sustainable Environmental Resources Management

Agency: UNDP

Department: Tanzania Country Office

Reports to: Portfolio Lead, Environment, Climate Change & Resilience

Position Status: Non-Rotational

Grade Level: (P2)

Country and Duty Station: Dar Es Salaam, Tanzania

Duty Station status: (Family (staff member and eligible family members) - Yes

Duration and Type of Assignment: One-year fixed-term appointment, renewable subject to satisfactory performance, recommendation by the supervisor and partnering Government Institution

II. Job Purpose and Organizational Context

The UNDP Tanzania Programme Team is striving to address both poverty and environmental degradation through investment and better governance to ensure empowerment of women, disabled as well as youth and enhance their participation in economic, environmental and governance issues. Our work is organized under three major portfolios namely i) Inclusive Economic Growth, ii) Environment, Climate Change & Resilience and iii) Inclusive Democratic Governance. The Inclusive growth portfolio deals with poverty reduction, private sector development, social protection including addressing issues of unemployment and livelihoods strengthening. The Inclusive Democratic Governance portfolio is set out to support effective, transparent, accountable and inclusive democratic governance, in line with the principal objectives outlined in the Tanzania Development Vision 2025 and Zanzibar Vision 2020, which include peace, stability, unity and good governance. The Environment, Climate Change & Resilience portfolio provides technical and financial assistance at national and subnational levels. At subnational levels, our support s target districts that constitute highly degraded areas, aiming to reduce poverty through environmental conservation, employment creation and sustainable livelihoods. Priorities include support to articulation of a strong national response to threats to natural resources including deforestation, land degradation, loss of biodiversity and illegal wildlife trade. The Programme Analyst sought will work under this portfolio and is expected to take active role in collaboration with the team to design, formulation, implementation, monitoring, reporting and evaluation of projects within the portfolio and provides technical advice to government counterparts. The Programme Analyst supports the Programme Specialist and the team with the daily operations of projects, including project management in Atlas, reporting. UNDP country office is expanding the Environment & Climate Change portfolio to accommodate the new areas of Blue Economy while scaling up some of the successful initiatives stemming from the existing portfolio. This move calls for more innovative support to the team hence the need to recruit a young dynamic Junior Professional Officer (JPO) to be part of the team. The JPO shall contribute to the formulation of new initiatives in an integrated manner covering the coastal communities and the marine environment to harness the potentials for scaling up and take advantage of engaging in the blue economy. Along with this, the JPO shall support the establishment and management of partnerships with relevant key stakeholders to ensure full implementation of various initiatives in the portfolio.

The Programme Analyst (JPO) for Environment & Climate Change Portfolio shall work under the overall guidance of the Portfolio Lead for the Environment, Climate Change and Resilience (direct reporting) who will take the responsibility to guide and mentor the JPO, provide her/him with opportunities to enhance substantive knowledge of environment & climate change policies and management in Tanzania. The JPO is a full member of the team and shall work collaboratively with



UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

the other two portfolios and colleagues in the SDGs and accelerator lab and she/he is encouraged to assume independent responsibilities for specific initiatives.

III. Supervision

Name of Supervisor: **Gertrude Lyatuu**

Title of Supervisor: **Programme Specialist, Environment, Climate Change and Resilience and Portfolio Lead**

Content and methodology of supervision:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Portfolio/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the annual UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

III. Duties and Responsibilities and Output expectations

The Environment, Climate Change and Resilience Programme Analyst will perform the following functions

1) Contributes to effective project design, development, and implementation in the areas of Sustainable Development and Natural Resource Management to build resilience and promote climate smart livelihoods including those stemming from the coastal and marine environment – (30%):

- Thorough analysis and research of the environmental, social and economic situation in the country and preparation of substantive inputs to development of programmes as well as of products and policy advisory services that aim to support the government in planning and implementation of the Sustainable Development Goals, particularly in the areas of environment and climate change adaptation and mitigation including sustainable management of natural resources in the brown and blue environment.
- Seek and apply new and innovative approaches to programme design and implementation with a view to accelerate the country's achievement of SDGs. Keep abreast of national, regional and global experience in implementation of SDGs around the focus area and seek ways to apply them in Tanzania.
- Initiation of new projects, their presentation to national stakeholders, entering projects into Atlas, finalization of contribution agreements; determination of required revisions; coordination of the mandatory and budget re-phasing exercises and orderly closure of finalized projects.
- Monitoring and quality assurance of relevant UNDP CO projects, timely identification of programmatic and operational bottlenecks, and proactive solutions development through a team work
- Undertake Sectoral and/or programme analysis work as required. This could include the preparation of briefing notes/concept papers and the recording of all substantive matters in notes to the file

2) Contributes to effective monitoring and reporting on project/programme results and impacts – (20%):

- Effective application of result-based management approaches and tools, establishment of programme performance targets and monitoring achievement of programme results.



UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

- Development and implementation of programme and project monitoring plans to gauge project progress against assigned performance indicator targets. Design and implement alternative and/or corrective actions for identified programme and project performance as necessary.
- Review and quality assure project progress reports and donors reports
- Preparation of aggregate reports on project output and outcome results. Preparation of donor and other types of analytical substantive project reports as necessary
- Monitor expenditures under programmes/projects for which she/he is responsible, and maintain regular financial controls of the programmes/projects under her/his supervision

3) Contribute to the creation of strategic partnerships and implementation of the resource mobilization strategy in collaboration with the CO management by undertaking the following: – (20%):

- Support development of partnerships with relevant UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector and civil society organizations to pursue institutional and policy development for effective implementation of initiatives under the portfolio including SDGs.
- Conduct analysis and research of information on relevant DPs, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.
- Jointly with the government, mobilization of partnerships and resources for effective implementation of development solutions in climate change mitigation/adaptation and sustainable management of natural resources in line with country's needs and financing partners' priorities.
- Liaise with other multilateral and bilateral donor agencies, NGOs and private institutions in areas of responsibility with a view to coordinating activities and obtaining possible cost-sharing and/or co-financing of projects/programmes;
- Assist in promoting the work and image of UNDP by participating in interviews, preparing write-ups for public information purposes. Representing UNDP at various meetings and workshops, draft speeches for the office management and press releases on project-related issues.

4) Contributes to provision of quality advisory services and facilitation of knowledge building and management through: – (30%):

- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals.
- Support to development of policies and institutions that will address the country's issues and needs in collaboration with the Government and other strategic partners.
- Sound contributions to knowledge networks and communities of practice.
- Organization of trainings for the operations/ projects staff on programme issues

5)

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list all 5 core competencies as well as the most relevant technical/function competencies the role will require along with the appropriate level. Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role.	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 2: Execute & Learn (Perform defined tasks)
Leadership <i>Ability to persuade others to follow</i>	Level 2: Execute & Learn (Perform defined tasks)
People Management <i>Ability to improve performance and satisfaction</i>	Level 2: Execute & Learn (Perform defined tasks)



UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 2: Execute & Learn (Perform defined tasks)
Delivery <i>Ability to get things done</i>	Level 2: Execute & Learn (Perform defined tasks)
Technical/Functional	
Primary	
In-depth knowledge on Environment, Climate Change adaptation and mitigation issues <i>Sound judgement, as well as Professionalism and maturity</i>	Level 2: Execute & Learn (Perform defined tasks)
Research and Analysis <i>Generate new ideas and approaches, visioning and strategic thinking</i>	Level 2: Execute & Learn (Perform defined tasks)
Project Management/Monitoring and Evaluation (M&E) <i>Knowledge of PM and M&E concepts, principles and policies and the ability to apply in strategic and/or practical situations</i>	Level 2: Execute & Learn (Perform defined tasks)
Development Effectiveness <i>Ability to design, implement, monitor and report project's activities and mobilize resources</i>	Level 2: Execute & Learn (Perform defined tasks)
Partnership building <i>Ability to engage with others (Government and non-state actors, donors, CSOs & community members) to forge productive working relationships</i>	Level 2: Execute & Learn (Perform defined tasks)
Secondary	
Knowledge Management <i>Ability to efficiently handle and share information and knowledge</i>	Level 2: Execute & Learn (Perform defined tasks)
Resource Mobilization <i>Ability to identify and organize programmes and projects to implement solutions and generate resources</i>	Level 2: Execute & Learn (Perform defined tasks)
Trends and emerging areas analytics <i>Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design</i>	Level 2: Execute & Learn (Perform defined tasks)

V. Recruitment Qualifications	
Education:	Advanced University Degree (Master's or equivalent) or a Bachelor's degree in Environmental economics, climate change, energy, business administration, environmental studies, marine biology project management, social sciences or related disciplines
Experience:	1. A minimum of two years of paid working experience in a relevant field. For applications based on a Bachelor's degree, applicants must have two additional years of experience (four in total) post degree



UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

	<ol style="list-style-type: none"> 2. Knowledge of development contexts preferably for Tanzania or East Africa region; 3. Understanding of United Nations and preferably UNDP policy and programmatic approaches, including integrated and Sustainable Development approaches the leaves no one or place behind 4. Knowledge of cross-cutting issues, including gender equality, human rights and Sustainable Development Goals; 5. Interpersonal skills and ability to work in team, sharing information and coordinating efforts within the team; 6. Ability to take initiative, work independently, work under pressure and meet tight deadlines. 7. On-the-ground work experience in developing countries preferably in Africa
Language Requirements:	<ul style="list-style-type: none"> • Working knowledge of English • Knowledge of any other UN language is an asset • Knowledge of Kiswahili is an asset
Other desirable education, languages and work experience:	<p>Describe any additional qualifications:</p> <ul style="list-style-type: none"> • Required computer skills in a standardized language

VI. Training and Learning

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](#)

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: **Regular knowledge sharing sessions, UNDP mandatory courses and other programme/project management training as well as climate change/environmental protection related trainings.**

VII. Background Information

Information on the receiving office:

Under the The Environment, Portfolio, UNDP is working to support the government in meeting its Environment and climate change mitigation and adaptation targets to build community resilience against climate induced disasters and promote climate smart livelihoods. Currently there are six ongoing projects on (i) promoting sustainable energy access and renewable energy; (ii) building coastal resilience through mangrove conservation and rehabilitation as well as promoting alternative climate-smart livelihoods; (iii) protecting and conserving coastal and marine biodiversity; (iv) strengthening cross-cutting capacities of the government to report on its global climate conventions; (v) the Second National Communication (vi); the youth innovation and entrepreneurship skills development and the Accelerator Lab.

The CO managed is keen to mobilise funds from the Green Climate Fund which will be implemented as soon as funds are secured. The team is also working on the development a project on the National Adaptation Plan to be submitted to GEF. Currently, four people are working on this portfolio at programme level: two programme associates and two programme analysts. Each project has project management teams who are responsible for projects implementations, monitoring, and reporting of results



UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

Organization chart: Attach an up-to-date **organization chart** of the office and indicate where the JPO would be assigned.

Living conditions at the Duty Station: Tanzania , officially the United Republic of Tanzania, is in East Africa, bordered by Kenya and Uganda to the north; Rwanda, Burundi and the Democratic Republic of the Congo to the west; and Zambia, Malawi and Mozambique to the south. The country's eastern border is formed by the Indian Ocean. Kilimanjaro, Africa's highest mountain, is in north-eastern Tanzania. The Union between Tanganyika and Zanzibar to form modern Tanzania, just celebrated 50 years. **Dar es Salaam** where the JPO will be located, is the largest City in the country and has major ports and economic Centers. **Dodoma is the Political Capital** for Tanzania where most Ministries, Government offices are based, more offices including embassies and UN Agencies may be planning to move to Dodoma soon. Dar es Salaam is situated on the coast, overlooking the Indian Ocean. It is an International multicultural city with a mix of religions. There is a wide range of facilities available, including shopping centers, movie theatres, restaurants and many new developments planned. The living conditions in Dar es Salaam are comfortable although pricy for more decent standard. It is a beautiful and safe location. There are good international education facilities and some health facilities with good standards.

Smoking/Non-Smoking environment (as applicable): Non-Smoking environment

Approved by:

Name of the Head of Office: Shigeki Komatsubara

Title of the Head of Office: Resident Representative

Date of issuance: 30 November 2023