



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

I. Position Information

Job Title: Programme Analyst Function: Programme Liaison Department: Reports to: Deputy Resident Representative	Grade Level: P2 Bureau: RBAP	Position Number: Position designation: With no mobility requirement Duty Station: Colombo, Sri Lanka
Career Track: Professional / Expert Career Stream: Programme Management – Advisory services Contract Modality: FTA International (JPO) Contract Duration: Initially one year with the possibility to extend up to a maximum total of 2 years		

II. Background and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

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.

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.

As a JPO and young professional in UNDP you should be interested in pursuing a global career with the aspiration to work for a field-based organization in support of the development agenda.



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Organizational context

Global and localized socioeconomic circumstances continue to change and evolve, necessitating reactive and proactive adjustment of economic governance frameworks. In the short and medium term, governance modifications are triggered by new and episodic factors. In Sri Lanka's current juncture, economic governance has become a salient factor.

UNDP has been present in Sri Lanka for 55 years, supporting the nation to achieve sustainable human development on economic, social, and environmental fronts. As it embarks in the effective implementation of the new Country Programme Document (2023-2027) the country office envisages a programme portfolio that (i) responds to national priorities and related opportunities in the current socio-economic context; and (ii) adequately anticipates emerging development challenges and new opportunities for expanding the CO's programme. UNDP Sri Lanka envisions a structure adapted to current and future needs of the country, underpinning its advisory and programmatic offer while at the same time delivering solid implementation support. It also promotes a more collaborative approach to work across the office and with external partners.

Through its portfolio, the CO has tailored localized integral solutions to specific sustainable development issues and is crafting methodologies and toolboxes to deploy and escalate them across the country. This strategy requires excellent programme management and an organizational structure that reinforces the entire programming life cycle including planning, implementation, oversight, monitoring and evaluation, communications, and efficient operations. This also entails engaging in the most pressing and transformational development challenges of the country

Against the backdrop of Sri Lanka's socio-economic and socio-political crises, and the recent IMF Extend Fund Facility (EFF), UNDP Sri Lanka developed a sound UNDP offer of support on Resilient Economic Governance Systems for Inclusive and Green Growth, with the aim of mitigating the impact of economic policies on those most at risk of being left behind. Economic governance is being discussed in UNDP as support to countries to enhance their enabling environment for effective and efficient mobilization and utilization of public, private and foreign investments to deliver the SDGs.

III. Position Purpose

To support the work of UNDP's overall Country Programme Document implementation, ongoing economic governance offer and ensure effective coordination, management and reporting of results and resources, the JPO will lead formulation, design, implementation and monitoring of progress. The JPO will also provide substantive technical and liaison and support the identification of emerging opportunities for resource mobilization and provides inputs for the development of internal and external knowledge networks of practitioners. The JPO will also support with co-ordination of the JSB/JICA funded projects currently being implemented by UNDP Sri Lanka.



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IV. Key Duties and Accountabilities

1.) Implementation of programme and liaison strategies

	<ul style="list-style-type: none">• Analyses and conducts research of the political, social and economic situation in the country and preparation of substantive inputs to development of programmes.• Supports Identification of areas for support and interventions within the thematic/sectoral areas assigned especially in the areas of women’s empowerment, youth, participation and inclusive governance, transparency and anti-corruption, as well as the identification of new innovative technologies and digital approaches.• Closely monitors priority areas directly relevant to the RR responsibilities and gather advice and information for defining key strategic priorities and partnerships.• Supports UNDPs participation in the UNCT.
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2.) Management of interventions under the Economic Governance portfolio, while ensuring gender equality

Example of Duties:	<ul style="list-style-type: none">• Provides day-to-day management support of the integrated portfolios with robust results-based framework and monitoring, including monitoring of gender equality and mainstreaming• Supports inclusion of digital approaches.• Supports full implementation of corporate quality and monitoring standards relating to the economic governance offer.
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3.) Support to strategic partnerships and contribute to resource mobilization

	<ul style="list-style-type: none">• Engages in local consultations with civil society, government entities and development partners to identify strategic areas of support.• Supports development of partnerships with the UN Agencies, IFI’s, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UNDP, country needs and donors’ priorities.• Prepares high-quality donor reports both substantive and financial.• Conducts analysis and research of information on donors, prepares substantive briefs in collaboration with academia and senior practitioners on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.• Contributes to development of concept notes.
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4.) Contribution to the provision of top-quality policy advice services to the Government, donors and civil society and facilitation of knowledge building and management

- Contributes to provide technical guidance and advice with careful regard to improving the ability of governments to plan, provide and deliver basic services and enhance their capacity and legal frameworks to prepare and implement development plans.
- Supports dialogue with Sri Lankan public institutions, civil societies, financial and justice institutions to expand knowledge and understanding of relevant legislation in support of programme initiatives.
- Supports facilitation of debate with a broad range of partners, including young people themselves, in addressing youth empowerment issues in the national context.
- Makes sound contributions to knowledge networks and communities of practice.

Supervisory/Managerial Responsibilities: The JPO reports to the Deputy Resident Representative and works closely with the Country Office Economist and Team Leaders



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V. Requirements:

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

Education

Bachelor's or Master's Degree in social science, public administration, human rights or in a related field of expertise.

Experience, Knowledge, and Skills

- 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
- Demonstrated experience in programme/project management advantageous.
- Strong communication/presentation skills
Training in project management is a plus
- Working experiences in developing countries are advantage
- Advanced computer skills is a plus

Expected Demonstration of Competencies

Core

Innovation <i>Ability to make new and useful ideas work</i>	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Leadership	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
People Management	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Communication <i>Ability to listen, adapt, persuade and transform</i>	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Delivery <i>Ability to get things done while exercising good judgement</i>	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work



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

<i>Thematic Area</i>	<i>Name</i>	<i>Definition</i>
Collaboration and Relationships Management	Business Development	Synthesizes information to communicate independent work
Business Management	Project management	Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals
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. Ability to manage communications internally and externally, through media, social media and other appropriate channels
Partnership Management	Civil Society Organisations Engagement	Knowledge and understanding of CSOs and the ability to engage with CSOs
Business Development	Knowledge Generation	Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
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 that will help inform workforce planning of critical skill supply and demand.

- Technical competence
- Coordination
- Delivery
- Oral and written communication