



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

I. Position Information		
Job Title: Programme Analyst Department: 55201 Reports to: Deputy Resident Representative (DRR)	Grade Level: P2 Bureau: RBEC	Position Number: n/a Position designation: With no mobility requirement Duty Station: Nur-Sultan, Kazakhstan
Career Track: International Professional Career Stream: Policy/Programme 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, as presented in the UNDP JPO Orientation Programme <p>Organisational context</p>



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UNDP is a long-term and trusted partner of Kazakhstan's Government, valued for its neutrality, visibility, access to international networks and expertise, effective and transparent decision making. UNDP has made a visible difference and lasting impact on the lives of people in Kazakhstan since it started being part of the country's development progress in 1994. More than 200 projects worth over US\$200 million have been implemented at the national, regional, and local levels on a wide range of topics: from improving irrigation networks to sustainable forest management, from piloting community policing model to digital transformation of the civil service system for better service delivery to the public.

UNDP promotes a human development approach translated into tackling inequalities, promoting environmental sustainability, addressing climate change framed by the SDGs. It offers platforms for full engagement of government, businesses, civil society, academics, and individuals towards achieving the SDGs in Kazakhstan.

The UNDP - Kazakhstan partnership covers four broad thematic areas:

1. **Addressing social vulnerabilities and inequalities:**

UNDP supports testing and scaling-up of new models of social protection platforms to strengthen service provider capacities. UNDP continues to support digital solutions for quality service delivery at scale to people with disabilities, youth, the elderly, and large families. In the health sector, UNDP continues to ensure more efficient procurement of high-quality medicines, while supporting system-wide resilience of health services to prepare for, respond to and recover from crises.

2. **Effective and accountable institutions:**

UNDP supports the "Listening State" concept aimed at regaining citizens' trust in institutional reform. This includes improving public administration through digitalization, crises preparedness and resilience. National-level work is complemented by advancing local self-governance, emphasizing inclusive and gender-sensitive approaches to planning, budgeting and monitoring, for meaningful citizen participation to better address inequalities and discrimination. This includes supporting capacities in local authorities (Akimats) to uphold integrity and engage citizens in local development.

3. **Climate and disaster resilience and low-carbon growth:**

UNDP helps Kazakhstan honour its Paris Agreement commitments by supporting the expansion of green economy to tap into new opportunities for jobs and businesses. It partners with other UN agencies to provide technical expertise to translate strategies into action, establish a monitoring framework for climate change adaptation and mitigation, and develop plans for transition to green energy, land management, biodiversity, reforestation, disaster risk reduction and waste management. UNDP work on climate action centres on developing and scaling up financing mechanisms for clean technologies and low-carbon business development.

4. **Diversified and knowledge-based economic growth:**

UNDP's work focuses on establishing a country knowledge-based economy platform, to bridge the gap between education and employers' needs by reskilling and upskilling the labour force, and to foster research and innovation to meet future demand induced by new technologies. In collaboration with technical-vocational and education institutions, businesses and social incubators, UNDP strengthens the professional and entrepreneurial skills and employment-related resilience of young women and men.

Information on UNDP Kazakhstan's programme, priorities, staffing structure as well as office and project reports and publications can be found on www.kz.undp.org.

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

III. Position Purpose

The purpose of this assignment is to support the CO to strengthen analytic capacities and increase partnerships. the design, monitoring of implementation and reporting



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Working in close cooperation with the Heads of Units and Programme Analysts, the JPO will report directly to the UNDP Deputy Resident Representative.

Kazakhstan is Security Level 1 and is a family duty station. Working languages for the UN in Kazakhstan are English. Command of Kazakh and Russian languages are an asset.

While Kazakhstan is an upper middle-income country with high human development achievements, the Government welcomes UN partnership to achieve Sustainable Development Goals and wider peace and stability in the Central Asian region and beyond. Many of UNDP Kazakhstan's assistance therefore are financed by the Government of Kazakhstan. Meanwhile, UNDP also works with broad spectrum of partners including donors such as Japan, European Union, USAID, Asian Development Bank and World Bank.

The programme cycle UN Sustainable Development Cooperation Framework (UNSDCF) and Country Programme Document (CPD) 2021 – 2025 is in its 2nd year. The current CPD has 4 outcomes:

- Effective, inclusive and accountable institutions ensure equal access for all people living in Kazakhstan, especially most vulnerable, to quality and gender sensitive social services according to the principle of leaving no one behind
- State institutions at all levels effectively design and implement gender-sensitive, human rights and evidence-based public policies and provide quality services in an inclusive, transparent and accountable manner
- All people in Kazakhstan, especially the most vulnerable, benefit from inclusive, resilient, and sustainable economic development with improved productive capacities, skills and equal opportunities for sustainable and decent jobs, livelihoods, and businesses
- All people in Kazakhstan, in particular most vulnerable, benefit from increased climate resilience, sustainable management of environment and clean energy, and sustainable rural and urban development

The CPD is strongly aligned to the UNSDCF, UNDP strategic Plan, Agenda 2030 and Government Strategy 2050 priorities.

In the area of Governance, UNDP provides technical assistance related to the development of merit-based civil service, support to anti-corruption in the public sector, judicial independence, promotion of gender equality and social inclusion of vulnerable population, including persons with disability. Additionally, UNDP has been one of the key players in the recent years when it comes to prevention of violent extremism. As such the Governance Unit works in close cooperation with Presidential Administration, Agency of Civil Service, Anti-Corruption Agency, Ministry of Information and Social Development, Ministry of Labour and Social Protection of Population, Ministry of National Economy, Ministry of Health, National Human Rights Center, various universities and civil society organizations.

In the area of Energy and Environment, UNDP helps Kazakhstan honor its Paris Agreement commitments by supporting the expansion of the "green economy" to tap into new opportunities for jobs and businesses. It partners with other United Nations agencies to provide technical expertise to translate strategies into action, establish a monitoring framework for climate change adaptation and mitigation, and develop plans for transition to green energy, land management, climate proof agriculture, biodiversity, reforestation, disaster risk reduction and waste management. By catalyzing SDG and Paris-aligned investments (public and private), UNDP delivers client focused solutions that respond to immediate, mid and long-term recovery and socio-economic development priorities, and by leveraging on-the-ground presence and networks UNDP unlocks bottom-up solutions towards lasting impacts at the country level benefitting most disadvantaged - leaving no one behind.

The JPO's interaction with the supervisor and other members of the Governance Unit will take place on a daily basis and through weekly Units and Programme meetings. This will provide an opportunity for orientation and hands on-training on the sector activities. These interactions will provide for further feedback and learning. Formal performance planning, mid-year and year-end reviews are mandatory part of UNDP staff performance and human resource management, and the JPO will benefit from inclusion in this arrangement. Through the system of annual Performance Management Document (PMD) the JPO will produce an annual work plan, progress of which will be reviewed on a bi-annual basis. The Supervisor will provide feedback on performance in the context of the PMD exercise and discuss learning needs, professional growth and career opportunities. The UNDP DRR who is in charge of the Programme Section, reports to the UNDP Resident Representative.

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.



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1.)	
Research, Programme Development and Resource Mobilization	<p>Within the context of the CPD, the JPO will be responsible to contribute to, or lead, as assigned with design of project interventions in the areas of Governance and Energy and Environment. The JPO will be expected to maintain open communication channels with national and international partners. In this regard, her/his responsibilities will include support for mobilization of resources for UNDP. The JPO will be required to develop an in-depth understanding of challenges and opportunities related to institutions building in Kazakhstan with a view to preparing situation analyses, concept papers and project proposals. Under the general guidance of the UNDP Deputy Resident Representative, the JPO will be expected to prepare background and issue papers that may be required in policy dialogue with the Government and cooperating partners. The JPO will be expected to participate in meetings with partners, draft reports and following up on agreed positions.</p>
2.)	
Support to Programme Implementation:	<p>The JPO will be expected to participate in the management of portfolios in the area of Governance and Energy and Environment, . With support of CO's teams, establish and maintain communication with development partners, implementing partners within the Government, private sector, civil society organizations, including Japanese ones towards cost-sharing and knowledge and technology transfer and support UNDP's project implementation team. During these interactions, the JPO will be expected to provide policy advice, technical and project management support to the implementing partner, as well as fulfill UNDP monitoring requirements of development results (technical outputs) and financial delivery progress, in compliance with UNDP's rules and procedures.</p> <p>Direct support to implementation of the following projects with financial support from the Government of Japan:</p> <ul style="list-style-type: none"> - "Leveraging Nationally Determined Contributions (NDCs) to achieve net-zero emissions and climate-resilient development in response to the climate emergency". The project aims at introduction of climate smart agriculture technologies as the best solution for both mitigation and adaptation efforts and contribute to the overall NDC targets of the country.
3.)	
Knowledge Management and Advocacy:	<p>The JPO will be expected to assist in the promotion of the UN's agenda on the sustainable development and effective governance programme in UNDP Kazakhstan. This requires the JPO to participate in the development of materials, knowledge products and initiatives required to translate sustainable development into programmes and policy initiatives at national level as well as contributing to relevant global UNDP knowledge networks and collating the lessons learnt and preparing for their dissemination.</p>
4.)	
Country Office and Unit Support:	<p>The JPO will contribute to the achievement of the outcome targets of the country office as well as the strategic planning and country office reporting. The JPO will participate in the country office meetings as appropriate and needed. She/he will serve as a focal point on specific topics and undertakes any other duties as assigned.</p>
Example of Duties:	
<p>Supervisory/Managerial Responsibilities:</p> <p>The Deputy Resident Representative, Vitalie Vremis, of the CO will be the direct supervisor of the JPO.</p> <p>As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:</p> <ul style="list-style-type: none"> • 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 Unit/Team/Office meetings to ensure integration and operational effectiveness • Guidance and advice in relation to learning and training opportunities within the field of expertise 	



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- Completion of the yearly UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

V. Requirements:

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

Education

Bachelor's or Master's Degree in social science, human rights, justice, economics, development studies, or related field.

Experience, Knowledge, and Skills

- List:**
- The JPO should possess at least two years' experience in research or project management in the field of good governance/ public service delivery/peacebuilding. For applications based on a Bachelor's degree, applicants must have two additional years of experience (four in total) post degree
 - Language requirements English with good writing skills and ability to express ideas clearly. Knowledge of Russian is desired

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: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Learn Continuously	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Adapt with Agility	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Act with Determination	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Engage and Partner	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Enable Diversity and Inclusion	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work

Cross-Functional & Technical competencies

Thematic Area	Name	Definition
Business Management	Portfolio Management	Ability to select, prioritize and control the organization's programmes and projects, in line with its strategic objectives and capacity; ability to balance the implementation of change initiatives and the maintenance of business-as-usual, while optimizing return on investment
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
External relations & Advocacy	Relationship management	Ability to engage with a wide range of public and private partners, build, sustain and/or strengthen working relations, trust and mutual understanding
External relations & Advocacy	Resource mobilization	Ability to identify funding sources, match funding needs (programmes/projects/initiatives) with funding opportunities, and establish a plan to meet funding requirements



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Digital & Innovation	Data analysis	Ability to extract, analyze and visualize data (including Real-Time Data) to form meaningful insights and aid effective decision making	
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VI. Keywords
Results-based Management – results Working with Evidence and Data Monitoring