



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

### I. Position Information

Job Title: Engagement and Communication Analyst Department: TICAD unit Reports to: TICAD Partnership Specialist	Grade Level: P2 Bureau: Regional Bureau for Africa	Position Number: n/a Position designation: With no mobility requirement  Duty Station: New York/USA
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Career Track: Communication and Partnership Specialist, Management

Career Stream: Programme, Analysis, Partnership, Management

Contract Modality: FTA International (JPO)

Contract Duration: 2 years FTA, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement

### 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 aspiration to work for a field-based organization in support of the development agenda.

The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including :

- 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

The JPO will benefit from the following learning and development opportunities:

- 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

#### Organisational context



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With the extensive network of Country Offices and development intelligence, UNDP has been partnering with Japan to support the Tokyo International Conference on African Development (TICAD), initiated in 1993, as a co-organizer along with the UN-Office of Special Advisor on Africa (OSAA), the World Bank and the African Union Commission (AUC). UNDP hosts a Special Unit for TICAD, which has been progressively integrated into the UNDP Regional Bureau of Africa (RBA) with a view to enhancing integrated UNDP support for the TICAD process.

Since the first TICAD welcomed 1,000 participants in Tokyo in 1993, TICAD has steadily grown into a major global platform for African development. Most recently, TICAD 8 has been successfully held on 27 and 28 August 2022. It welcomed Japan and African countries (48 African countries including 20 heads of state and government) and was successfully conducted in-person with the adoption of the Tunis Declaration demonstrating the value of multilateralism in the context of multiple global threats to the achievement of SDGs on the African continent including COVID-19, the war in Ukraine and climate change, and how UNDP can contribute to the process of engaging a wide range of partners across Africa and Japan.

The TICAD Unit is tasked with follow-up of TICAD8 and preparation for TICAD9. The anticipated landmark events are: the TICAD Ministerial Meeting and TICAD 9 announced to be held in Japan in 2024 and 2025 respectively. Building upon TICAD 8 key achievements, TICAD Unit aims to intensify stakeholder outreach and engagement to advocate for fostering public-private partnerships and mobilizing resources for Africa to accelerate sustainable growth.

In this regard, the JPO will be deployed to support the stakeholder engagement and outreach activities conducted by the TICAD unit in collaboration with the external partners and internal bureaus/units upon the supervision of the TICAD Partnership Specialist.

### III. Position Purpose

As part of the TICAD unit, the JPO plays an important role in leveraging UNDP's engagement in the TICAD process and partnership with Japan for Africa. To be specific, the JPO will contribute through 1) communication and advocacy; 2) partnership building; 3) internal coordination within RBA (COs, Hubs, HQ); and 4) research, analysis, and reporting. The JPO is expected to be fully engaged in the preparation and organization of TICAD9 in 2025, with high-level coordination and engagement of UNDP and other key stakeholders.

### 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.) Communication and advocacy

<b>Example of Duties:</b>	Leading to TICAD9, support planning, coordination, and implementation and communication and advocacy activities through background research, preliminary draft of concept notes, facilitating contact to the key stakeholders, and reporting.
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#### 2.) Partnership building

<b>Example of Duties:</b>	Leading to TICAD9, support strategizing the partnership portfolio to mobilize resources and investment on the continent through research and mapping of stakeholders from public and private sector players, arranging and attending to meetings and taking notes, and identifying the entry points and way-forward.
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#### 3.) Internal coordination within RBA (COs, Hubs, HQs)

<b>Example of Duties:</b>	Facilitate consultation with and collect inputs from advisors and technical experts to consolidate RBA's intelligence to contribute to the TICAD unit's activities on communication, advocacy, and partnership.
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#### 4.) Research, analysis and reporting

<b>Example of Duties:</b>	Conduct research, analysis and reporting over the key agendas and partners in support of TICAD and Japan-UNDP partnership for Africa
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Supervisory/Managerial Responsibilities: N/A



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### V. Requirements:

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

#### **Education**

Bachelor's or Master's Degree or equivalent Advanced Degree in a related field of expertise

#### **Experience, Knowledge, and Skills**

##### **List:**

- 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
- Knowledge of development contexts preferably in Africa is an asset
- Proven partnership and communications skills with a variety of different audiences
- Understanding of global development and Agenda 2030/ SDGs and familiarity with UNDP's mandate
- Excellent oral and written communication skills in English
- Ability to work as part of a team in a multicultural environment.
- Excellent computer skills and ability to use information technology as a tool and resource.

#### **Expected Demonstration of Competencies**

##### **Core**

<b>Achieve Results:</b>	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
<b>Think Innovatively:</b>	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
<b>Learn Continuously</b>	LEVEL 2: Go outside comfort zone, learn from others and support their learning
<b>Adapt with Agility</b>	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
<b>Act with Determination</b>	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
<b>Engage and Partner</b>	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
<b>Enable Diversity and Inclusion</b>	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

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

<b>Thematic Area</b>	<b>Name</b>	<b>Definition</b>
External Relations & Advocacy	Public relations	Ability to build and maintain an overall positive public image for the organisation, its mandate and its brand, while ensuring that individual campaigns and other communications and advocacy initiatives are supported in reaching the public.
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
Business Management	Working with Evidence and Data	Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making



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Business Development	Knowledge Generation	Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.
Business Direction & Strategy	Strategic Thinking	<p>Ability to develop effective strategies and prioritize plans in line with UNDP's objectives, based on the systemic analysis of challenges, potential risks and opportunities, linking the vision to reality on the ground, and creating tangible solutions.</p> <p>Ability to leverage learning from a various of sources to anticipate and respond to future trends; to demonstrate foresight in order to model what future developments and possible ways forward look like for UNDP</p>
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Business Management	Communication	<p>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.</p> <p>Ability to manage communications internally and externally, through media, social media and other appropriate channels</p>

### 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.

- Public relations
- Communication with evidence and data
- Strategic thinking