

I. Post Information

Post Title: **Portfolio Senior Analyst**
[Business Development Analyst]
Post Number:
Organizational Unit: **Sustainable Development Cluster - SDC, Development and Special Initiative (DSIP) Technical Support Services (TSS)**
Supervisor/ Senior Portfolio Manager Grade ICS11/12
Source of Funding (*project/non-project*):

Current Grade:
Proposed Grade: P2
Approved Grade: P2
Post Classified by:
Classification Approved by:
Duty station: New York, USA

II. Organizational Context

The Sustainable Development Cluster (SDC) structure which supports diverse partners with their peacebuilding, humanitarian and development operations, was formed by combining the following portfolios: Grants Management Services (GMS), UN Technology Support Services (UNTSS), Development and Special Initiatives Portfolio (DSIP). It provides Services to partners' programmes that are designed, structured, and managed with a global perspective and primarily serving partners that are headquartered in New York. The SDC has a footprint of approximately 125 countries.

TSS and DSI portfolios support high-level initiatives of the Secretary-General and projects in close collaboration with the UN Secretariat, and Member States.

The role of Portfolio Senior Analyst is to support TSS and DSIP project design and implementation, partnership coordination/engagement and quality assurance of the business development unit vis-à-vis portfolio expansion, with focus on the partnership with the United Nations Secretariat and Member States, including but not limited to the priorities of the Common Agenda.

Under the supervision of the Senior Portfolio Manager of TSS and DSIP, the incumbent is responsible for the following duties.

III. Functions / Key Results Expected

Project Development: The incumbent will support TSS and DSIP:

- Support Senior Portfolio Managers in coordination with potential donors as well as development partners to aid in the identification and development of high probability projects.
- Support in drafting of project documents including legal and financial documents vis-à-vis coordination with UNOPS management structure.
- Support in project compliance by providing up to date analysis of project progress
- Assist in grants management, including drafting of Call for Proposals, as well as project monitoring and evaluation.
- Providing analysis of business portfolios to foster capacity building to organizations/grantees.
- Support operations, enhancing the harmonization of projects while facilitating synergies with other team members
- Develop presentations, concept papers and proposals when needed

Project Implementation Support

- Functionally, the incumbent will provide cross-unit support to TSS and DSIP through proactive collaboration and support to a number of units including: Business Development, Project Managers to ensure the smooth implementation of project activities.

Portfolio and Partner Analysis:

- Undertake portfolio and donor trend analysis to support fact-based decision making. This is to include both internal and external analysis to support strategic positioning, fund allocation as well as to allow for synergies between the various projects, sub-portfolios and portfolios.

IV. Impact of Results (Identify the impact of key results across the unit/office/bureau/Organization.)

The Portfolio Senior Analyst will contribute to portfolio expansion, partners satisfaction, quality assurance, delivery of portfolio's results

V. Competencies	
	<p>Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.</p>
	<p>Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others.</p>
	<p>Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).</p>
	<p>Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.</p>
	<p>Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.</p>
	<p>Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.</p>
	<p>Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.</p>

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> Advanced University Degree (Master's or equivalent) is required; First Level University Degree (Bachelor's or equivalent) in above discipline in combination with additional 2 years of relevant experience may be accepted in lieu of Master's degree.
Experience:	<ul style="list-style-type: none"> A minimum of 2 years of experience in Social Studies, International relations, Economics, Law, Public Administration, Business Development or International Development is required. Experience in Donor Mapping, and knowledge of donor trends is considered an asset. Experience with bilateral donors and/or international organizations including the European Union is a strong asset.
Language Requirements:	<ul style="list-style-type: none"> Fluency in English is required. Fluency in other UN Languages is considered an asset

VII. Signatures- Post Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date