

I. Position Information**Job Title: Programme Analyst****Department: UNU-WIDER****Reports to: Head of Partnerships & Programme Unit, UNU-WIDER (P4)****Current Grade: P2 (JPO)****Duty Station: Helsinki, Finland****Job Type: Non-Academic****II. Organizational Context**

The United Nations University (UNU) is an international community of scholars engaged in policy-oriented research, capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States.

For the past four decades, UNU has been a go-to think tank for impartial research on human survival, conflict prevention, sustainable development, and welfare. With more than 400 researchers in 12 countries, UNU's work spans the 17 Sustainable Development Goals' full breadth, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit <http://unu.edu>

United Nations University World Institute for Development Economics Research (UNU-WIDER)

UNU-WIDER is a leading international development economics think tank. The Institute provides economic analysis and policy advice with the aim of promoting sustainable and equitable development for all. The Institute began operations in 1985 in Helsinki, Finland, as the first research centre of the United Nations University. Today, it is a unique blend of think tank, research institute, and UN agency — providing a range of services from policy advice to governments, as well as freely available original research. More information on UNU-WIDER and its current work programme are available on the Institute's website. For more information, please visit <https://www.wider.unu.edu/>.

The UNU Junior Professional Officer (JPO) Programme:

The UNU 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 UNU staff members and are actively involved in supporting the design and implementation of UNU's programmes within UNU's headquarters and institutes.

Job Purpose:

Under the overall guidance and supervision of the Head of Partnerships & Programme Unit at UNU-WIDER, the Programme Analyst supports the development of new projects and programmes in the interface of policy-relevant research, capacity development, and policy engagement including partnerships building and fundraising activities. The role will have a particular focus on increasing UNU-WIDER's presence and reach in the Global South, in particular our Mozambique and South Africa offices, and within the UN system.

Reporting structure and partners

Reporting to the Head of Partnerships & Programme Unit at UNU-WIDER, the Programme Analyst works in close collaboration with the other members of the Institute's Partnerships & Programme Support Unit (PPSU), UNU-WIDER's

management team, as well as external clients and partners to capture operational knowledge and facilitate effective communication internally and externally related to the assigned responsibilities.

III. Responsibilities

The Programme Analyst supports the development of new projects and programmes in the interface of policy-relevant research, capacity development, and policy engagement including partnerships building and fundraising activities. The role will have a particular focus on increasing UNU-WIDER's presence and reach in the Global South and within the UN system. In doing so, the Programme Analyst works closely together with Head of UNU-WIDER's Partnerships & Programme Support Unit (PPSU) and the Institute's Director and Deputy Director and collaborates with other members of PPSU in identifying partnerships and funding opportunities for UNU-WIDER's future and existing programme portfolio.

The Programme Analyst's responsibilities include the following:

- 1. Provide substantive support in identifying new programme, partnerships, and funding opportunities for UNU-WIDER with a specific focus on increasing the Institute's presence and reach in the Global South and within the UN system**
 - Support the identification and development of partnerships and resource mobilization opportunities for programmes and projects in the interface of research, capacity development, and policy engagement in line with the Institute's mission and mandate with a view of expanding UNU-WIDER's engagement in the UN system, with regional institutions, and within UN Member States in the Global South
 - Carry out independent research on meaningful and promising funding opportunities for UNU-WIDER and keep abreast with latest developments in the development research funding landscape, prepare briefing notes on new funding trends for the management team of UNU-WIDER
 - Research, analyze, and present information relevant to the work of UNU-WIDER's partnership activities in particularly within the UN system and with a focus of increasing the Institute's global presence
 - Provide substantive support in actively building new partnerships with the Institute's stakeholders and target audiences, including governments in the Global South, UN entities, private sector, and civil society organizations, support partnership negotiations, and participate in the drafting of respective collaboration frameworks
 - Drafting concept notes, presentations, briefing notes and other materials and support the drafting of programme and project documentation for emerging funding opportunities with a specific focus on programmes and projects in the Global South
 - Conduct the detail assignment in the Global South, mainly at the Mozambique and South Africa offices, to analyse and identify the opportunities for new programmes
- 2. Provide substantive support in strengthening and fostering partnerships with key target stakeholders for UNU-WIDER to increase the uptake and impact of the Institute's work**
 - Engage with UNU-WIDER's project teams and serve as one of their resource persons for identifying new possible partnerships and for increasing meaningful engagement of target stakeholders with a view to strengthen the uptake and impact of the Institute's work in particular among policy audiences
 - Support the project teams in organizing special events and activities aimed at engaging partners and creating visibility and momentum with UN agencies, UN Member States, and civil society organisations
 - Explore synergies with other relevant UN entities and UNU institutes in increasing the visibility of UNU-WIDER's and UNU's work among key institutional partners
- 3. Take a lead in the systematization of partnerships building and resource mobilization efforts at UNU-WIDER**
 - Design systematic monitoring systems around partnerships and resource mobilizations and keep those systems updated with emerging possibilities

- Collect, analyse, and present data and other information gathered from diverse sources around partnerships and resource mobilization and prepare respective reports for key stakeholders, including the Institute’s Advisory Board, donors, United Nations University, or Steering Groups
 - Support the project teams in documenting systematically their engagements with their partners and stakeholders with a view of capturing uptake and impact
 - Facilitate knowledge sharing within UNU-WIDER by providing inputs to the development and dissemination of good practices and lessons learned around partnership building and resource mobilization and by ensuring incorporation into programme and project planning
- 4. Perform other duties as assigned by supervisor**

IV. Key Performance Indicators

- Quality and level of engagement in identifying new programme, partnerships, and funding opportunities
- Quality and level of engagement with new and existing partnerships
- Timely systematization of partnerships building and resource mobilization efforts at UNU-WIDER
- Timely internal knowledge sharing and documentation of capturing uptake and impact
- Timely identification and follow-up of partnerships and resource mobilization opportunities
- Regular monitoring of fundraising opportunities
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V. Competencies

Values:

- **Inclusion** – Take action to create an environment of dignity and respect for all, regardless of age, culture, disability, ethnicity, gender, gender identity, gender expression, geography, grade, language, nationality, racial identity, religion, sex, sex characteristics, sexual orientation, social origin or any other aspect of identity.
- **Integrity** – Act ethically, demonstrating the standards of conduct of the United Nations and taking prompt action in case of witnessing unprofessional or unethical behaviour, or any other breach of UN standards.
- **Humility** – Demonstrate self-awareness and willingness to learn from others.
- **Humanity** – Act according to the purposes of the United Nations: peace, dignity and equality on a healthy planet.

Behaviours:

- **Connect and Collaborate** – Build positive relationships with others to advance the work of the United Nations and work coherently as One UN
- **Analyse and Plan** – Seek out and use data from a wide range of sources to understand problems, inform decision-making, propose evidence-based solutions and plan action
- **Deliver Results with Positive Impact** – Hold oneself and others accountable for delivering results and making a positive difference to the people and causes that the United Nations serves
- **Learn and Develop** – Pursue own learning and development and contribute to the learning and development of others
- **Adapt and Innovate** – Demonstrate flexibility, agility and the ability to think and act in novel ways

VI. Recruitment Qualifications

Education and certification:	Advanced university degree (Master’s degree or equivalent) in Social Sciences, International Development, or a related field.
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<p>Experience:</p>	<ul style="list-style-type: none"> • A minimum of two (2) years of progressively responsible experience in stakeholder engagements, project/programme management, administration or related area. • Experience with the United Nations system or similar international organization and with relevant policies, guidelines and procedures is desirable. • Excellent drafting skills. • Excellent interpersonal and communication skills and experience working collaboratively in small and large multi-cultural teams within and across organizations. • Field experience in Global South, especially in Africa, will be an advantage.
<p>Language Requirements:</p>	<ul style="list-style-type: none"> • Fluency in English is required. • Knowledge of other official UN languages, in particular French and Spanish, would be an asset.