



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

I. Position Information

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| Job Title: Programme Analyst Partnerships and Learning Department: UNV Regional Office for Asia and the Pacific (ROAP) Reports to: Regional Manager | Grade Level: P2 Bureau: UNV | Position Number: n/a Position designation: With no mobility requirement Duty Station: Bangkok, Thailand |
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Career Track: Junior Professional Officer

Career Stream: (include thematic area for Policy/Programme Career Stream; and functional group for Corporate Operations Career Stream)

Contract Modality: FTA International (JPO)

Contract Duration: Fixed term appointment, more than a year; renewable 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 (if no participation before)
- 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



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- Other training and learning opportunities.

Organizational context

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated, and well supported UN Volunteers into development programming and promote the recognition of volunteerism. UNV is administered by the United Nations Development Programme (UNDP) and reports to the UNDP/UNFPA/UNOPS Executive Board.

UNV has six Regional Offices (ROs) in Amman (Arab States), Bangkok (Asia and the Pacific), Dakar (West and Central Africa), Istanbul (Europe and the Commonwealth of Independent States), Nairobi (East and Southern Africa) and Panama City (Latin America and the Caribbean). The UNV Regional Offices (RO) provide oversight and strategic guidance to the UNV Field Units (UNV presences in the countries) in their respective geographical assignments and are mainly accountable for the placement of UN Volunteers mobilized and deployed for UN Agencies, Funds, and Programmes focused on peace, development and humanitarian needs. Furthermore, the Regional Offices represent, and strategically position, UNV and bring UNV's services and solutions closer to its partners.

The UNV Regional Office for Asia and the Pacific (ROAP) is based in Bangkok, Thailand. It provides strategic oversight and leadership to the UNV programmes in 31 countries of the region, including 12 countries with UNV Field Units (FUs).

III. Position Purpose

The Programme Analyst Partnerships and Learning is expected to support the regional and field teams with in-depth partnership analysis of the United Nations systems and United Nations organizations for volunteer mobilization and advocacy, as well as with hands on and innovative capacity building support to FU personnel. He/she works closely with the Regional Office team, Field Units and interacts frequently with key development and humanitarian actors – including, UNDP, UNFPA, UN Women, UNICEF, UNHCR, WFP – as well as regional organizations, foundations and private sector. She/he exchanges regularly with the External Relations and Communications Section (ERCS) at UNV Headquarters in Bonn and the UNV New York Office.

IV. Key Duties and Accountabilities

1.) Business intelligence and partnership analysis to strengthen relations with UN partners and stakeholders

Example of Duties:

- Gather strategic information on regional and country level development and humanitarian partners, emergency response programmes and reports back to the team on a regular basis.
- Continuously feed the Client Relation Management System with all collected intelligence and information related to UN partners, as well as create an online cross regional community of practice for main UN partners targets (i.e via Teams).
- Adapt the global business outlook developed by UNV New York Office on a yearly basis to a regional business outlook with key information and data related to Asia and the Pacific main partners and main targets.
- Collect and consolidate intelligence about new potential partners for Asia and the Pacific (with a focus on governments, the private sector and foundations) and identify relevant entry points for UNV solutions and collaboration.
- Identify potential resource mobilization opportunities for UNV in the region based on research and awareness of traditional and non-traditional donors.
- Support the negotiation and drafting of partnerships agreements with new partners as per applicable policies and in consultation with relevant UNV organizational units.
- Monitor and support the implementation of joint action plans linked to signed global MoU with UN partners.
- Support the development of relevant briefs and concept notes to position UNV and volunteerism in a renewed fashion that is attractive to partners to fund.



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2.) Strengthening UNV's positioning as a solution provider for UN partners across the region

Example of Duties:

- Build and strengthen collaboration between UNV and UN partners in light of regional and sub-regional initiatives, through active communications and development of co-branded special initiatives.
- Position UNV as a partner of choice in regional strategies, with an emphasis on inclusion, community participation, women empowerment, and youths, integrating the UNV modality in UN partners' regional strategic/operational documents, such as strategic plans, programme documents, HR strategies, etc.
- Collate necessary partner information for outreach material and impactful presentations and papers to partners, focused on increased volunteer mobilization and on responding to partners' identified needs.
- Provide support to assessing the UN partnerships through feedback from regular dialogue with the relevant UN partners and UNV Field Units.
- Benchmark human capital solutions that UN partners rely on to ensure UNV offer remains fit for purpose and make recommendations to adapt if necessary UNV modalities or create a new one.

3.) Support capacity building and learning of the Field Unit personnel

Example of Duties:

- Contribute to setting up capacity development priorities and learning needs in consultation with HQ/HRS and New York Office to advance strategic analysis of UN programmes and projects for volunteer mobilization in the respective countries by the Field Unit personnel.
- Identify competencies and skills required by the Field Unit personnel to strengthen business intelligence, communication and reporting for volunteer mobilization; determine skill gaps and remedial training measures.
- Support design of innovative capacity development initiatives for the Field Unit personnel to enable them to enhance their analytical, communication, monitoring and reporting skills, competencies and expertise.
- Plan, organize and facilitate workshops, training sessions and other learning events for the regional office staff and Field Unit teams.
- Provide inputs to FU learning and capacity building events, training, and workshops in terms of design and delivery, facilitate inclusion of cross-cutting topics such as Gender Equity and Inclusion of marginalized groups.

4.) Advocacy for the UNV modality and volunteerism to achieve SDGs

Example of Duties:

- Raise awareness on the contribution of volunteerism for peace and development with relevant UN partners in the Asia and the Pacific through advocacy, close collaboration and networking.
- Identify and recommend opportunities for UNV in conferences, workshops, taskforces and other key regional events, as requested, to give presentations, advocate and promote UNV and volunteerism for expanding partnerships and alliances.
- Support visibility and partner outreach for the regional office engagements with UN regional partners.
- Develop and disseminate knowledge products that document UNV's experiences and lessons learned regarding UNV's partnerships with relevant UN partners.
- Strengthen cross-regional knowledge exchange between the Field Unit personnel and regional offices.
- Supports the preparation of Executive Office missions to the region, including briefing notes, mission reports, coordination of follow up.

Supervisory/Managerial Responsibilities: NA



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V. Requirements:

Education

Master's Degree or equivalent Advanced Degree in International Relations, Business/Public Administration, Social Studies, or related to International Development

Experience, Knowledge, and Skills

List:

- A minimum of two years of paid working experience in partnership development, business/market intelligence and/or research, business training and/or knowledge management.
- Excellent analytical and drafting skills
- Good interpersonal, networking and communication skills;
- Excellent representation skills
- Demonstrated interest in Asia and the Pacific region.
- Working experience in developing countries is highly desirable.
- Experience using and communicating data and research findings is highly desirable.
- Advanced computer literacy and knowledge of analytical software is desirable.
- Experience with volunteering and/or in managing volunteer programmes is an asset;
- Language requirements: Fluency in English.
- Proficiency in other UN official language and/or language of the region is an asset.

Expected Demonstration of Competencies

Core

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| Achieve Results: | LEVEL 2: Scale up solutions and simplifies processes, plans and organizes time effectively, balances speed and accuracy in doing work |
| Think Innovatively: | LEVEL 2: Offer new ideas and seeks continuous improvement/open to innovative approaches, calculates known risks, evaluates options objectively, demonstrates good judgement, demonstrates systematic and integrative thinking |
| Learn Continuously | LEVEL 2: Go outside comfort zone, learn from others and support their learning |
| Adapt with Agility | LEVEL 2: Adapt processes/approaches to new situations, involve others in change process |
| Act with Determination | LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously |
| Engage and Partner | LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships |
| Enable Diversity and Inclusion | LEVEL 2: Facilitates conversations to bridge differences and build trust, considers diversity and inclusion in decision making |



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Cross-Functional & Technical competencies

| Thematic Area | Name | Definition |
|---------------------------------|--------------------------------|---|
| Business direction and strategy | Effective Decision Making | Ability to take decisions in a timely and efficient manner in line with one's authority, area of expertise and resources |
| Business development | Knowledge Generation | Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need |
| Business management | Results-based Management | Ability to manage programmes and projects with a focus at improved performance and demonstrable results |
| Business management | Digital Awareness and Literacy | Ability and inclination to rapidly adopt new technologies, either through skillfully grasping their usage or through understanding their impact and empowering others to use them as needed |
| Partnership | 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 |

VI. Keywords

- Inclusion
- Knowledge management
- Volunteer engagement
- Human resources