



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

### I. Position Information

Job Title: Programme Analyst, Partnership Building and Knowledge Management  Department: UNV/Regional Office for East and Southern Africa (ROESA)  Reports to: Manager, Regional Office	Grade Level: P2  Bureau: UNV	Position Number: n/a  Position designation: With no mobility requirement  Duty Station: Nairobi, Kenya
Career Track: Junior Professional Officer  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

#### 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
- Other training and learning opportunities.



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### Organizational context

The UNV Regional Offices (RO) provide oversight and strategic guidance to the UNV Field Units (FUs) in their respective geographical assignments and are mainly accountable for the placement of UN Volunteers mobilized 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 from governments, UN entities, civil society and private sector. The Regional Office for East and Southern Africa (ROESA), based in Nairobi, Kenya, oversees UNV's engagement in 23 countries of the East and Southern Africa region.

### III. Position Purpose

The Programme Analyst, Partnership Building and Knowledge Management reports to the Manager, Regional Office for East and Southern Africa (ROESA). She/he supports UNV/ROESA partnership and knowledge management activities in the region working in close collaboration with UNV Regional Office team and Field Units.

### 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.) Partnership Building and Resource Mobilization (50%)

##### *Example of Duties:*

- Gather, analyze and document partnership intelligence that contributes to strengthening of the ROESA position within the UN family for developing strategic partnerships with UN-Agencies, Funds and Programmes (UN-AFPs) for volunteer mobilization;
- Prepare regional scans and snapshots, analyze region-specific strategy documents, including, UN Sustainable Development Cooperation Frameworks (Cooperation Frameworks) of ROESA countries, Country Programme Documents, and other development frameworks, and identify entry points for increased volunteer mobilization and integration of volunteerism in these frameworks, UN- AFPs programmes and projects, and update relevant systems and IT tools.
- Conduct a continuous Competitive Landscape Analysis of partners, partner needs and priorities, characterization of their relationships/partnerships, compile reliable intelligence and update ROESA partnership and diversification strategy. Develop a donor intelligence strategy for ROESA's use in partnership building and resource mobilization;
- Scan opportunities in ROESA based on partner intelligence (UN system, private sector, civil society, development partners, government institutions, etc.), advise ROESA on specific strategies and approaches for building, strengthening and diversifying partnerships, fund-raising and support development/preparation of partnership and resource mobilization proposals;
- Undertake internal and external analysis assessing ROESA opportunities for partnership building with the UN system and resource mobilization with the Private Sector and Civil Society, Development Partners (bilateral and multilateral donors), government institutions, etc., identify emerging sources of funding; assess their current usage and potential for the future accessibility by UNV-ROESA;
- Document and share lesson learnt and good practices in partnership building and resource mobilization in ROESA to be integrated in broader UNV knowledge management efforts;
- Contribute to the effective coordination and internal communication between ERCS, UNV-New York Office, Regional Office and relevant field units, and liaise with all relevant personnel on issues relevant for effective partnership building and strategic positioning of UNV.

#### 2.) Knowledge Management and Dissemination (50%)

##### *Example of Duties:*

- Support in the planning, design, execution, management and monitoring of knowledge management, curation, mobilization, dialogue, exchange and networking initiatives, and act as primary client-service focal point and liaison for knowledge management in ROESA;



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	<ul style="list-style-type: none"> <li>Analyze and consolidate statistics, lessons, good practices and guidelines on knowledge management, mobilization, dialogue, exchange and networking initiatives, and communicate them internally and externally to foster learning, raise awareness and improve client-services;</li> <li>Applying a systematic approach, connect the existing knowledge to the people that need it and have a clearly defined context and client – e.g., through search engines and expert rosters, Communities of Practice, Yammer, CRM, SharePoint, etc.;</li> <li>Collaborate with Regional Office and Field Units' teams to contribute to planning and designing workshops, strategic retreats, annual/mid-term programmatic reviews and/or events to enhance field capacities, refine systemic learning and operationalize UNV strategic priorities in volunteer mobilization and management and harmonization of business practices and operations, planning and coordination;</li> <li>Coordinate contributions and provide support to corporate knowledge management processes, corporate best practices and knowledge products, including compilation of success stories, case studies, and lessons learned products from ROESA to help advance advocacy on volunteerism and influence/advance policy dialogue;</li> <li>Coordinate webinars and other training materials and methods, as appropriate, to communicate new and updated content to UNV Regional Office and Field Units' teams.</li> </ul>
Supervisory/Managerial Responsibilities: NA	

### V. Requirements:

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

#### Education

Master's Degree or equivalent Advanced Degree in development economics, business administration, social sciences or other fields related to the scope of the assignment.

#### Experience, Knowledge, and Skills

##### List:

- A minimum of two years of paid working experience in international development, partnership building and resource mobilization, information management or knowledge management;
- Experience in managing volunteer programmes and/or in an international context involving volunteers is an asset;
- Experience working in an international context, and specifically in the Africa region is a distinct advantage;
- Language requirements: Fluency in English; Proficiency in Spanish, French or another UN official language would be an asset.

#### Expected Demonstration of Competencies

##### Core

<b>Achieve Results:</b>	LEVEL 2: Scale up solutions and simplifies processes, plans and organizes time effectively, balances speed and accuracy in doing work
<b>Think Innovatively:</b>	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
<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



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Enable Diversity and Inclusion	LEVEL 2: Facilitates conversations to bridge differences and build trust, considers diversity and inclusion in decision making	
<b><u>Cross-Functional</u> &amp; <u>Technical competencies</u></b>		
<b>Thematic Area</b>	<b>Name</b>	<b>Definition</b>
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

<b>VI. Keywords</b>
<ul style="list-style-type: none"> <li>• Inclusion</li> <li>• Knowledge management</li> <li>• Volunteer engagement</li> <li>• Human resources</li> </ul>