

**JPO 5**

<b>Directorate:</b>	DEVELOPMENT COOPERATION DIRECTORATE – DCDEV.PALC Unit
<b>Job title:</b>	<b>Junior Professional Officer (JPO) in management of projects of Latin America &amp; Caribbean Region and Postal Sector Modernization</b>
<b>Supervisor:</b>	Coordinator
<b>Required Educational degree:</b>	Master's degree in economics, international relations, international finance, corporate management or related field
<b>Languages</b>	Proficiency in English or French. Knowledge of the other language and/or Spanish would be an advantage
<b>Relevant experience</b>	With first level or advanced university degree over one up to five years of relevant experience with a designated postal operator, postal organization or in the field of development cooperation
<b>Organizational Context</b>	With its 192 member countries, the Universal Postal Union (UPU), a specialized agency of the United Nations, is the primary forum for cooperation between postal sector players. It helps to ensure a truly universal network of up-to-date products and services.
<b>Main duties:</b>	<p>Under the supervision and guidance of the Coordinator, the incumbent will be responsible for supporting the implementation of the development cooperation policy in the Latin America Region and Cooperation Methods.</p> <p><b>Strategy/budgetary responsibilities</b></p> <ul style="list-style-type: none"><li>- Assist in the adequacy of the existing UPU policy on development cooperation</li><li>- Analyze the status of postal services in the countries of the region.</li><li>- Examine interregional project proposals concerning the regional objectives of the UPU Strategy.</li></ul> <p><b>Operational functions and project management</b></p> <ul style="list-style-type: none"><li>- Draft documents for regional and national projects</li><li>- Support the implementation of regional projects.</li></ul> <p><b>Cooperation methods</b></p> <p>Analyses trends in the postal sector to link them to the activities related to cooperation methods</p> <p>Support the implementation of action plans for Integrated Postal Development Plan (IPDP)</p> <p><b>Other duties</b></p> <ul style="list-style-type: none"><li>- Support the Coordinator in addressing UPU's member's needs.</li></ul>

<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Good knowledge of countries of the region, their economic situation, regional policies, regulatory frames and regional decision making forums;</li> <li>• Sound analytical skills and strategic negotiations skills;</li> <li>• Sound knowledge of project management techniques and financials analysis;</li> <li>• Good writing skills;</li> <li>• Knowledge of standard office software tools;</li> <li>• Ability to work in multicultural environment.</li> <li>• Professionalism</li> <li>• Respect of diversity and ethics</li> </ul>
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