



## JOB PROFILE

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<b>Functional Title:</b>	Junior Professional Officer (JPO)	<b>Grade:</b> L2
<b>Organizational Unit:</b>	Regional Coordination Division, Africa, Kenya Field Office (GLO/RFO/FLD/AFR/KEN)	
<b>Duty Station:</b>	Nairobi, Kenya	<b>Supervisor's Title and Grade:</b> UNIDO Representative, P-5

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### I. Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented holistically to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters and through the network of field offices.

The Directorate of Global Partnerships and External Relations (GLO), headed by a Deputy to the Director General/Managing Director, is responsible for UNIDO's relations with Member States and all external partners, including through the policymaking organs. It plays a central role for interaction and collaboration with traditional and non-traditional donors; oversees the regional bureaux as well as the network of established field offices, liaison offices and Investment and Technology Promotion Offices.

The Department of Regional and Field Coordination (GLO/RFO) coordinates regional and country-level activities towards United Nations system-wide coherence and maintains a dialogue with the relevant UNDG bodies on these matters to ensure that UNIDO's ISID mandate is adequately reflected in the United Nations Sustainable Development Cooperation Framework (UNSDCF) and in the work of the United Nations Country Teams (UNCTs). These activities take place in close coordination with the UNIDO Liaison Office in New York (GLO/NYO) and the Directorate of Strategic Planning, Programming and Policy (SPP) who address these issues at the strategic inter-agency level.

In this regard, the JPO will be serving in the UNIDO Country Office in Kenya (PFC/RFC/FLD/AFR/KEN), located in Nairobi in the UN Headquarters for Africa (UNON). The Kenya Office is responsible for representing UNIDO in the countries of coverage: Kenya, Eritrea, South Sudan, Seychelles and Comoros, and for maintaining close relations with all relevant stakeholders. The office is responsible for identifying development priorities and donors' technical and funding priorities in the countries/regions of coverage, and for supporting, and/or leading when requested, the formulation, implementation and monitoring of technical cooperation projects and programs, including the Programs for Country Partnership (PCPs) and Country Programs (CPs). It is also responsible for coordinating and reporting on UNIDO's activities in their countries of coverage, and for contributing/ leading (when requested) on the development of strategies and policies to ensure the strategic and programmatic consistency of UNIDO's work, including of its cooperation with and contributions to the United Nations Resident Coordinator Offices (UNRCs)/United Nations Country Teams (UNCTs)/Common Country Assessments (CCAs)/United Nations Sustainable Development Cooperation Frameworks (UNSDCFs). The Kenya Office is also responsible for strengthening the dialogue with the government, private sector, other UN organizations, bilateral and multilateral assistance providers, including Development Finance Institutions.

The Junior Professional Officer (JPO) assignment will be task driven. The JPO will work under the overall guidance of the UNIDO Representative in the Kenya Country Office (PFC/RFC/FLD/AFR/KEN), while collaborating with colleagues in other relevant offices. The work plan will be prepared jointly and the JPO will be updated periodically. Guidance will be provided on daily work outputs which will be monitored against tasks assigned and targets achieved.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with their supervisor and colleagues, within as well as outside the unit. Within the formal teams, the incumbent may be expected to backstop other team members as required.

Staff members are subject to the authority of the Director General and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

## II. Main Responsibilities

As a JPO, the incumbent will be involved in supporting the UR in the overall management of the UNIDO programmes in close coordination with the respective project managers in the HQ and in the field office. This role includes:

- Identifying new cooperation opportunities;
- Formulating Service Summary Sheets via SAP Open text describing these opportunities;
- Closely interacting with local partners and with project managers and technical staff at UNIDO HQ;
- Supporting programme execution on the ground (including financial, human resource and knowledge management at the Field Office);
- Monitoring outputs and outcomes of projects and processes;
- As needed, visiting project sites to interact with the stakeholders;
- Representing UNIDO in relevant UNCT and other meetings such as UNCT Strategic Result Meetings, Joint Programming Group (JPG) Meetings, Technical workshops, Seminars, Conferences etc.;
- Contributing to UNIDO advocacy and communication (including social media) and highlighting the success stories of the UNIDO Kenya Office;
- Supporting with the above tasks the Office's countries of coverage as needed;
- Contributing to any other task of the Office as requested, including conducting research and briefing notes, UNCT reporting, projects monitoring, semi-annual newsletters, monthly reporting, etc. - and other special projects and assignments as required by the office and also beneficial for the development of the experience of the JPO.
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To support the Office in portfolio development and project management, the incumbent will be involved in the following functions:

- **Programme Development:** Assists in the development and formulation of technical cooperation projects/programmes in the area of relevance to the Kenya Office and in line with the guidelines and procedures governing the delivery of UNIDO services, and obtains internal approval.
- **Programme Implementation:** Assists in gathering data, analysing information, tracking status and rectifying actions related to ongoing projects and in the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. Therefore, assists in the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitors progress in implementation, including missions to the project site, takes part in oversight meetings in the field and at headquarters, and assists the Evaluation Group in its evaluations of projects/programmes.
- **Global Forum Function:** To support the Office, assists in the organization and running of UNIDO global forum activities (conferences, seminars, expert group meetings, etc.). Assist in the preparation of technical papers or other inputs for external seminars, conferences, expert group meetings, etc. Prepares UNIDO publications and other information dissemination aids and tools. Keeps abreast of technical and economic developments in the area of specialization of the Branch, through close contacts with specialized institutions and industry representatives, following the technical press, market developments and trends.

As a JPO they will be given an opportunity to specialize more particularly in their domain of expertise and contribute technical inputs in specific components of the UNIDO operations. Of pressing relevance are:

- In the context of Kenya Office and especially with the upcoming PCP 2.0, project development skills are especially highlighted, including project conceptualization, as well as fund mobilization and the facilitation of public and private finance. In line with the projected increase in service delivery and the substantive expansion of the portfolio, new sources of finance such as private corporates or foundations should also be included.

### III. Core Values and Key Competencies

#### Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

#### Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential – and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

### IV. Minimum Organizational Requirements

#### Education:

Advanced university degree in a relevant discipline with specialization in engineering, economics, or a related area, is required.

#### Experience:

- A minimum of three (3) years of practical experience in one of the following is required: areas research and policy; agro-based industries inter alia, in the food, leather or textiles sectors; digitalization; trade promotion; blue economy or partnerships/resource mobilization, is required.
- Experience at the international level involving technical cooperation in developing countries, is desirable.
- Experience in evaluating the needs, conditions and problems of projects in developing countries, is desirable.
- Experience at the proficiency level with MS Office, is required.

#### Language Skills:

As the tasks include reporting, fluency in written and spoken English is required. Fluency and/or working knowledge of another official UN languages is highly desirable.

### V. Learning Elements

- On-the-job training, where the incumbent will learn by doing, under supervision and/or exposure to best practices in the area of portfolio development, office management, interaction with partners such as sister UN agencies, Kenya Government, donors, Member States, etc. including in the countries of coverage of the Office.

At the completion of the assignment, the incumbent should be in a position to:

- Understand the concepts of working with Government institutions and international organizations.
- Participate in relevant phases of the working process and project development related to the field.
- Work efficiently and effectively in a diverse and multi-cultural environment.
- Understand the work of the UN family on the ground to ensure no one is left behind (LNOB).