



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

I. Position Information

Job Title: Gender and Crisis Programme Analyst Department: Gender Team, BPPS (with functional ties to the Crisis Bureau) Reports to: Gender and Crisis Data Specialist	Grade Level: P2 Bureau: BPPS/Crisis Bureau	Position Number: 220994 Position designation: With no mobility requirement Duty Station: New York HQ
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Career Track:

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: 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
- 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

Organisational context

UNDP provides integrated programmatic, policy and financing solutions to realise the Sustainable Development Goals (SDGs). In this context, UNDP has created a Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. The Bureau for Policy and Programme Support (BPPS) and the Crisis Bureau (CB) are the two anchor Bureaux of the GPN.

The **Bureau for Programme and Policy Support (BPPS)** plays a central role in developing relevant policies and guidance to support the results of UNDP's Strategic Plan. BPPS designs and implements global projects and provides technical expertise and advisory services to countries and engage in global policy processes across a wide range of thematic and cross-cutting issues, including poverty and inequality, governance, climate change, environment, energy, sustainable finance while ensuring that human rights, gender equality, and social inclusion as central to its approach.

The **Crisis Bureau (CB)** spearheads UNDP's efforts to support countries on a key challenge: how to anticipate, prevent, respond to, and recover from fragility and crisis. CB addresses the risks that precipitate crises, prevent early exit from them, and perpetuate long-term dependency on humanitarian assistance. Guided by UNDP's Crisis Offer (2022), CB works within the GPN and with Regional Bureaux (RBx) and Country Offices (COs) to implement solutions across prevention, response and recovery that help break the cycle of protracted fragility and crisis.

The Gender Team (BPPS) has the leading role in the implementation of the Gender Equality Strategy 2022-2025, which includes to advance gender equality in crisis contexts and the Women, Peace and Security Agenda (WPS). In line with this goal, the Gender Team aims to support the Crisis Bureau, Regional Bureaux and Country Offices to translate the WPS agenda in programmes and results and invest in interventions that tackle structural gender inequalities and directly challenging harmful gender norms and power imbalances that drive both gender inequalities and crises. UNDP's [Crisis Offer](#) reinforces these commitments.

To advance gender equality in crisis contexts and to position UNDP assertively in the broader Women Peace and Security (WPS) agenda, the Crisis Bureau's Gender in Fragility and Crisis team works from within the BPPS Gender Team to strengthen its work across the Global Policy Network (GPN) to enable and support Regional Bureaux and Country Offices to deliver transformative gender programming and invest in interventions that tackle structural gender inequalities while responding to the intersecting and diverse needs of women and directly challenging harmful gender norms and power imbalances that drive both gender inequalities and crises.

III. Position Purpose

The **Gender and Crisis Programme Analyst**, under the supervision of the Gender and Crisis Data Specialist, will:

1. Facilitate the effective implementation of the Global Programme on Women, Peace and Security.
2. Facilitate knowledge and capacity building, knowledge sharing and advocacy relevant to the Gender Team's work on gender equality in crisis settings including advancing the Women, Peace and Security agenda.
3. Provide communications support to increase visibility of UNDP's work on advancing gender equality in crisis settings.
4. Promote partnerships and resource mobilization efforts for Gender equality in crisis settings.

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.



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1.) Facilitate the effective implementation of the Global Programme on Women, Peace and Security.	
Example of Duties:	<ul style="list-style-type: none"> • Support the preparation and monitoring of the annual work plan, budget and procurement plan for activities related to the Global Programme on Women, Peace and Security. • Facilitate knowledge sharing among the country offices implementing the WPS projects. • Monitor and process (if required) financial transactions in UNDP ERP System-Quantum, including but not limited to e-requisitions, receipts, and budget revisions.
2) Facilitate knowledge and capacity building, knowledge sharing and advocacy relevant to the Gender Team's work on gender equality in crisis settings including advancing the Women, Peace and Security agenda.	
Example of Duties:	<ul style="list-style-type: none"> • Manage sub-Community of Practice on Women, Peace and Security (WPS) in fragile and crisis-affected settings and engaged WPS practitioners across UNDP on a regular basis for knowledge sharing and capacity enhancement, in a consultative manner, involving technical experts and stakeholders. • Identify, synthesize and document best practices and lessons learned that are generated from the different initiatives. • Support the coordination and analysis of data, case studies and research findings to better understand the root causes of gender inequality and inform programmes to advance gender equality in crisis settings
3.) Provide communications support to increase visibility of UNDP's work on advancing gender equality in crisis settings.	
Example of Duties:	<ul style="list-style-type: none"> • Coordinate with relevant teams across GPN including the CB's communications network to enhance visibility of UNDP's work in advancing GEWE in crisis settings. • Ensure UNDP's Gender Equality in Crisis Settings subsite is up to date. • Support event organization and dissemination for CSW/ Women's month and Women, Peace and Security month.
4.) Promote partnerships and resource mobilization efforts for Gender equality in crisis settings.	
Example of Duties:	<ul style="list-style-type: none"> • Provide support to strengthen strategic partnerships to advance UNDP strategic agenda on gender equality in crisis settings. • Contribute to the resource mobilization efforts for the expansion of the Gender Team's work in crisis settings and the Women, Peace and Security agenda, including identifying funding opportunities, preparing funding proposals, donor briefings, etc. • Ensure timely and high-quality reporting to management and donors against work plans. • Attend meetings, prepare concept notes, presentations, briefs and talking points as needed.
Supervisory/Managerial Responsibilities: none	

V. Requirements:

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

Education

Advanced University Degree (master's or equivalent) in International Development, Social Sciences or related disciplines is required.

Experience, Knowledge, and Skills



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List:

- Minimum 2 years of relevant experience on gender and development with a special focus on inclusive economies and the economic empowerment of women.
- Demonstrated experience in managing projects/initiatives on gender and crisis. Experience in the use of computers, office software packages is required. Proven experience in communications, learning and knowledge management is required
- Demonstrated experience on gender equality in multilateral organizations, including UNDP and/or other UN Agency at the global, regional, or national level is desirable. Understanding and experience providing technical support on gender and crisis, including Women Peace and Security, Disaster Risk Reduction, Crisis Prevention and Peacebuilding, Jobs and Livelihoods, Gender Based Violence and other gender related areas of work, is desired.
- Proven experience in partnerships and resource mobilization is desirable.
- Proven experience in supporting the development and/or implementation of strategies/actions plans to advance gender equality at the global, regional or local level is desirable.
- Language requirements: English: required; other UN languages: desirable

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
Think Innovatively:	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
Learn Continuously	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
Adapt with Agility	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
Act with Determination	LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
Engage and Partner	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
Enable Diversity and Inclusion	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

Cross-Functional & Technical competencies (insert up to 7 competencies)

Thematic Area	Name	Definition
2030 Agenda: People	Gender	Gender and Crisis
2030 Agenda: People	Gender	Women, Peace and Security
2030 Agenda: Engagement and Effectiveness.	Effectiveness	Gender responsive conflict analysis
2030 Agenda: Engagement and Effectiveness.	Effectiveness	Performance and data analysis and sharing lessons
2030 Agenda: Engagement and Effectiveness.	Effectiveness	RBM standards and practices for programming
Business Direction and Strategy	System Thinking	Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system



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Administration & Operations	Events Management (including retreats, trainings and meetings)	Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements, etc.	
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VI. Keywords

List 3-5 most important skills from competencies required for the position – limited to 1-3-word descriptions – that will help inform workforce planning of critical skill supply and demand.

- Research and analysis
- Advocacy and Resource Mobilization
- Written and communication skills