

I. Position Information

Job Title: Programme Analyst

Current Grade: P2 (JPO)

Department: UNU Paris

Duty Station: Paris, France

**Reports to: Strategy and Executive Officer,
Director of the Paris Office, (D1)**

Job Type: Non-Academic

II. Organizational Context

The United Nations University (UNU) is an international community of scholars engaged in policy-oriented research, capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States.

For the past four decades, UNU has been a go-to think tank for impartial research on human survival, conflict prevention, sustainable development, and welfare. With more than 400 researchers in 12 countries, UNU's work spans the 17 Sustainable Development Goals' full breadth, generating policy-relevant knowledge to effect positive global change. UNU maintains more than 200 collaborations with UN agencies and leading universities and research institutions across the globe. For more information, please visit <http://unu.edu>

United Nations Office in Paris (UNU in Paris)

In 2024, UNU re-opened an office in Paris with the idea to strengthen relations with UNESCO, the UN entity focusing on peace and education and science, among other areas, as well as with other Paris-based international entities (OECD, Council of Europe), think tanks and development agencies (AFD, IRD, various universities and grandes ecoles). Related, the Office in Paris tries to connect UNU institutes with UNESCO and potential donors and identifies possible areas of cooperation and funding. Such work can also expand beyond Paris to other entities located in France, in Brussels (the European Institutions), and Geneva (UNUs premier hub in Europe). Staffed with the Strategy and Executive Officer and working with a former Ambassador to UNESCO and an intern, the Office is currently in start-up mode.

In addition to developing UNU's relationship with UNESCO's relevant sectors, the UNU in Paris Office also works on UNU-wide initiatives. The Office Director runs the Conference of Directors, which offers an opportunity for colleagues to prepare documentation and coordinate system-wide online and in-person meetings among all Institute Directors. Similarly, the Director serves as Secretary of the UNU Council (Board) and in that capacity organizes 2 Council sessions per year, and colleagues will be able to contribute to agenda setting, document preparation, and event preparation. Overall, the Office works directly with the UNU Rector and the Rectorate which partly also contributes remotely to the Office activities in Paris.

The UNU Junior Professional Officer (JPO) Programme:

The UNU 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 UNU staff members and are actively involved in supporting the design and implementation of UNU's programmes within UNU's headquarters and institutes.

Job Purpose:

Under the overall guidance and supervision of the Executive and Strategy Officer, Director of UNU Paris Office, the JPO will assist in agenda setting of system-wide initiatives, in supporting the implementation of the UNU-wide Strategy 2025-2029, in identifying partnership/cooperation/funding opportunities in Paris and beyond, and in supporting the Director in her liaison role vis—vis UNESCO as well as the different UNU institutes in Europe and in Africa. The role will have a particular focus on liaison and learning about UNESCO, identifying potential areas of mutual interest, and in supporting the preparation of meetings and events both with regards to agenda/substance and logistics.

Reporting structure and partners

Reporting to the Executive and Strategy Officer, Director of UNU Paris Office, the Programme Analyst works in close collaboration with the other members of Rectorate, notably the Chief of Staff, the Policy Specialist, the M&E Officer and the Council Officer (all at UNU HQ, in Tokyo), and the Senior Programme Manager (based in Australia) as well as partners in Paris.

III. Responsibilities

The Programme Analyst supports the preparation and implementation of system-wide UNU initiatives including the implementation of the UNU Strategy 2025-2029, the roll out and further formalisation of the UNU Hub initiative, and other institutional development efforts led by the Rector, selected Directors, and supported by the Executive Officer; the preparation of UNU Director and Institute Advisory Board meetings, as well as the UNU Council (Governing Board meeting); and the substantial and logistical preparation of key events led or supported by the UNU Paris Office; as well as the Executive Officer's liaison efforts with UNU institutes located in Africa and Europe. partnerships building and fundraising activities.

The role will have a particular focus on strengthening the presence and visibility of the Paris Office and its new relations with key actors in Paris, notably UNESCO, OECD, UNEP as well as several others.

The Programme Analyst's responsibilities include the following:

1. Contribute to the preparation and implementation of system-wide UNU initiatives

- Assist in preparing concept notes and guidelines related to UNU's institutional development efforts (e.g. UNU Hubs, UNU Operating Units, UNU Institutes).
- Assist in the design and roll-out of the new monitoring and reporting system on all institutes' work in line with the UNU Strategy 2025-2029.
- Conduct background research and prepare summaries on selected system-wide initiatives (e.g. e-resources, fundraising, degree programme structures, etc.)
- Drafting concept notes, presentations, briefing notes and other materials

2. Provide substantive support in identifying new programme, partnerships, and funding opportunities for UNU Paris (and UNU institutes, notably UNU-INRA) with a focus on increasing UNU's presence and visibility in France.

- Support the identification and development of partnerships and resource mobilization opportunities for UNU Paris and UNU more widely.
- Engage with UNU institute Focal Points for identifying new possible partnerships and for increasing meaningful engagement of target stakeholders with a view to strengthen the uptake and impact of UNU's work
- Attend events/meetings at UNESCO on behalf or with the Executive Officer, prepare meeting notes for the Paris Office as well as for the consumption of UNU Institute Directors (topic-dependent).

3. Event organization system-wide and in Paris

- Support the Executive Officer and UNU representative in Paris in organizing events and activities aimed at engaging partners and creating visibility and momentum with UN agencies, UN Member States, and civil society organisations notably in Paris and in France.
- Support the Executive Officer and Rectorate colleagues in the planning and organisation of Conference of Director meetings, Council meetings, and other system-wide events held at Paris and/or UNU HQ in Tokyo.

- Take the lead on the logistical preparation of events with UNESCO and other local partners in Paris.
- Draft concept notes, presentations, briefing notes, and meeting minutes.
- **Perform other duties as assigned by supervisor**

IV. Key Performance Indicators

- Organisational skill and ability to work with minimum supervision on assigned tasks
- Quality and level of engagement with (new and existing) partners
- Quality of meeting preparation (background research) and follow-up
- Timely systematization of partnerships building and resource mobilization efforts
- Timely internal knowledge sharing and documentation
- Regularity of monitoring of UNESCO events

V. Competencies

Values:

- **Inclusion** – Take action to create an environment of dignity and respect for all, regardless of age, culture, disability, ethnicity, gender, gender identity, gender expression, geography, grade, language, nationality, racial identity, religion, sex, sex characteristics, sexual orientation, social origin or any other aspect of identity.
- **Integrity** – Act ethically, demonstrating the standards of conduct of the United Nations and taking prompt action in case of witnessing unprofessional or unethical behaviour, or any other breach of UN standards.
- **Humility** – Demonstrate self-awareness and willingness to learn from others.
- **Humanity** – Act according to the purposes of the United Nations: peace, dignity and equality on a healthy planet.

Behaviours:

- **Connect and Collaborate** – Build positive relationships with others to advance the work of the United Nations and work coherently as One UN
- **Analyse and Plan** – Seek out and use data from a wide range of sources to understand problems, inform decision-making, propose evidence-based solutions and plan action
- **Deliver Results with Positive Impact** – Hold oneself and others accountable for delivering results and making a positive difference to the people and causes that the United Nations serves
- **Learn and Develop** – Pursue own learning and development and contribute to the learning and development of others
- **Adapt and Innovate** – Demonstrate flexibility, agility and the ability to think and act in novel ways

VI. Recruitment Qualifications

Education and certification:	Advanced university degree (Master's degree or equivalent) in Social Sciences, International Development, or a related field.
Experience:	<ul style="list-style-type: none"> • A minimum of two (2) years of progressively responsible experience in stakeholder engagements, project/programme management, administration or related area. • Experience with the United Nations system or similar international organization and with relevant policies, guidelines and procedures is desirable. • Strong drafting skills.

	<ul style="list-style-type: none"> • Excellent organizational skills and willingness to support a start-up operation incl. taking on administrative and logistical tasks. • Excellent interpersonal and communication skills. • Experience working collaboratively in small and large multi-cultural teams within and across organizations.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English is required. • Knowledge of other official UN languages, in particular French, would be an asset.