



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

I. Position Information		
Job Title: Partnerships and Communications Analyst Department: UNV Regional Office for East and Southern Africa (ESARO) Reports to: Manager, Regional Officer	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
<p>The UNDP Junior Professional Officer (JPO) Programme:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including :</p> <ul style="list-style-type: none">• 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 <p>The JPO will benefit from the following learning and development opportunities:</p> <ul style="list-style-type: none">• 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• Other training and learning opportunities



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Organisational 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 Partnerships and Communications Analyst reports to the Manager, Regional Office for East and Southern Africa (ESARO). She/he supports UNV-ESARO partnerships and communications activities in the region working in close collaboration with the UNV Regional Office team, Fields Units (FUs) and Non-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.) Partnerships Building and Management in ESARO (60%)

Example of Duties:

- Support partnership building and management, outreach and advocacy activities with UN entities, governmental partners, civil society, volunteer involving organizations and the private sector.
- Analyze country specific strategic documents, including UN Sustainable Development Cooperation Frameworks (Cooperation Frameworks), Country Programme Documents, and other development frameworks of ESARO countries, identify entry points to support integration of volunteerism in UN Joint Programmes, UN-Agencies, Funds and Programmes (UN-AFPs) programmes, projects, and initiatives for volunteer mobilization.
- Gather, analyze and document information on the UN's development, humanitarian and peace engagements in East and Southern Africa to support the development of strategic partnerships with UN-AFPs for volunteer mobilization.
- Review and translate the yearly UN Volunteer mobilization business outlook produced by UNV-New York Office to ESARO regional context to support partnership building, diversification and Volunteer mobilization.
- Support ESARO in developing partnerships offers to UN-AFPs in various thematic areas (e.g., crisis response, inclusion, social protection, climate change, youth engagement, etc.) and/or potential Special Programme Initiatives (SPIs) and/or Joint Programme Initiatives (JPIs) for enhancing volunteer mobilization.
- Prepare quarterly partner's snapshots on Volunteer mobilizations and placements.
- Support preparation and delivery of regional webinars to ESARO partners.
- Support preparation of mission documentation, asks and offers, briefing notes, speaking points, and country fact sheets.
- Coordinate with and support UNV field units in engaging with partners and facilitate knowledge-sharing and knowledge management.
- Document and share lessons learnt and good practices in partnership building and management in ESARO for UNV broader knowledge management efforts.
- Prepare meeting notes and update regional partners' CRM pages.

2.) Communications Support (40%)

Example of Duties:



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	<ul style="list-style-type: none"> • Outreach: Assist in developing and implementing activities and programmes to promote public awareness/knowledge of and access to UNV’s services, information and communication materials. • Support ESARO countries to identify opportunities and write stories, articles and social media posts about a diversity of topics related to the UN Volunteers contributions to UN partners’ work, SDGs and Agenda 2030. • Support preparation of the UNV quarterly partner bulletin and other communications and advocacy materials to tell UNV's story effectively. • Public Affairs: assist in organizing and coordinating press conferences, press launches, field visits, interviews, and media briefings for UNV senior management and other staff. • Actively participate in UNV communications community of practice, regional and global meetings to share ESARO experiences and good practices.
Supervisory/Managerial Responsibilities: N/A	

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, other fields related to the scope of the assignment.	
Experience, Knowledge, and Skills	
<ul style="list-style-type: none"> • A minimum of 2 years paid working experience at national and/or international levels in international development issues, partnership building and management, communications, research and information management, or knowledge management. • Demonstrated experience in developing content that clearly communicates development ideas and experiences for communications and advocacy products, media, web, print production, and audio-visual productions. • Competent with office software packages, including power-point, excel, video editing, adobe photoshop, adobe in-design for desktop publishing is an asset. • Experience working in an international context, and specifically in the Africa region is a distinct advantage. • Experience with volunteer programmes and/or contexts involving volunteers is an asset • Language requirements: Fluency in English is required. Proficiency in another official UN language is an asset 	
Expected Demonstration of Competencies	
Core	
Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making



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

Thematic Area	Name	Definition
<i>Business Development</i>	Partnerships Management	<i>Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies</i>
<i>Business Management</i>	<i>Working with Evidence and Data</i>	<i>Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making</i>
<i>Business Management</i>	<i>Knowledge Generation</i>	<i>Ability to research and turn information into useful knowledge, relevant for content, or responsive to a stated need</i>
<i>Business Management</i>	<i>Communication</i>	<i>Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience Ability to manage communications internally and externally, through media, social media and other appropriate channels</i>

VI. Keywords

Partnership building and management, research and information synthesis, communications, content development.