

27. A. General Information

JPO functional title: Programme Analyst, Technology for Development

Main sector of assignment: Information Technology Solutions Office

Duty Station: New York, USA

B. Supervision

Title/Level of Supervisor: Business Transformation Manager, D-1

C. Information for Donor Consideration

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?
Information technology, innovation and digitalization is becoming increasingly important in UNFPA's programme interventions. UNFPA is increasing our capacity in this area, offering a unique opportunity for a JPO in this area to both learn and take a first step towards possible retention and career advancement within the UN System or UNFPA.

The work experience in UNFPA's IT team will provide the JPO with a comprehensive understanding of the organization's IT infrastructure, systems, and applications. The JPO will be involved in various projects related to technology for development, including the implementation of new IT solutions, capacity building, and technical assistance to country offices. This hands-on experience will equip the JPO with the necessary skills and knowledge to contribute effectively to the organization's IT initiatives. This experience will enhance the JPO's profile and make them a competitive candidate for future positions within the UN System or UNFPA.

2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
The proposed supervisor has extensive experience managing and coaching young professionals and has successfully mentored and guided several JPOs and early-career professionals. He is known for his supportive and hands-on approach to supervision, providing regular feedback, guidance, and opportunities for professional development.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
ITSO has a strong and stable structure. The UNFPA IT team is not currently undergoing a realignment and is expected to remain stable in the coming years. This stability provides a conducive environment for the JPO to learn and grow professionally. The work unit is well-established and has a clear mandate, ensuring that the JPO will have access to ongoing projects and opportunities for skill development.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
Subject to satisfactory performance, the UNFPA IT team expect to be able to co-fund the JPO post in the final year of assignment linked to the organization's investment in its center of excellence for programme IT.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?
The UNFPA IT team currently has three P-2 posts, seven P-3 posts, and seven P-4 posts. This provides a good mix of junior and senior positions, ensuring that the JPO will have opportunities for mentorship, collaboration, and professional growth.

D. Duties and Responsibilities

1. Programme solutions technical and programmatic guidance and support

- Assist in assessing the current use of technology across agency programmes

- Analyze existing T4D technological infrastructure, resources, and capabilities
- Research technologies based on programme needs, feasibility, and cost-effectiveness
- Facilitate pilot projects to test and evaluate new technologies
- Provide technical assistance and support to programme teams in integrating technology into their work
- Deployment advice and support including troubleshooting and the documentation of challenges and resolutions
- Assist in establishing and maintaining standards, documentation and support mechanisms for T4D

2. Partnership and capacity building

- Build relationships with technology partners and relevant stakeholders.
- Explore opportunities for collaboration and resource sharing.
- Stay informed about emerging T4D trends and best practices.
- Develop training materials to help equip program staff with the skills needed to use technology effectively
- Facilitate knowledge sharing and collaboration among different programme teams and departments on T4D best practices.

E. Qualifications and Experience

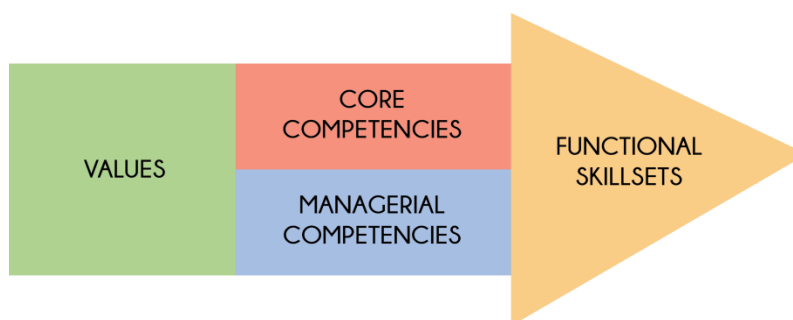
- Advanced university degree in Information Technology or related discipline.
- A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- At least 2 years of experience in ICT, mobile and web-based technologies, particularly designing or deploying tools appropriate to the business requirements.
- Fluency in English. Knowledge of French is an asset
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

F. Learning Elements

Upon completion of the two-year assignment, the JPO will be able to:

- Appraise and prepare projects addressing the use of Information Technology in development contexts
- Write assessment reports on the subject of technology for development
- Plan and Monitor progress for smaller IT projects
- Prepare project budgets on the basis of a project brief document

G. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change.

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact.

H. **Background Information**

Family / Non-family Duty Station – means that you are not allowed to bring any family members:
Family duty station.