



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

I. Position Information

Job Title: Partnerships and Communications Analyst Department: UNDP Nepal CO Reports to: Partnerships, Coordination, and Results Management Specialist	Grade Level: P2 Bureau: RBAP	Position Number: n/a Position designation: With no mobility requirement Duty Station: Kathmandu, Nepal
Career Track: Professional/Expert Career Stream: Partnerships/Communication 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
- Other training and learning opportunities



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Organisational context

Under its new Country Programme (2023-2027), UNDP's work in Nepal focuses on developing the capacity of government agencies (federal, provincial, and municipal level), civil society and community groups to jointly pursue development activities to foster sustainable and inclusive economic transformation, enhance people's participation and inclusion in governance in the context of federalism, and protect and promote biodiversity with nature based solutions, energy transitions, environmental sustainability and resilience to climate change and natural hazards. During the past programme cycle, Nepal has undergone profound changes on account not only of the transition from a unitary to federal system but also of the Covid Pandemic, which has impacted lives, livelihoods, health systems, and has at times slowed down or reversed hard gained development progress. At the same time, the overall trend of Nepal's GNI has been one of growth, with graduation from LDC status planned for 2026.

Against this backdrop, the new Country Programme 2023-2027 is an opportunity for UNDP Nepal to strategically reposition its contributions in support of the Sustainable Development Goals – with a focus on integrated solutions - and expand its collaboration with national and international development partners, including the UN system and other multilateral institutions.

III. Position Purpose

Under the guidance and direct supervision of the Partnerships, Coordination, and Results Management Specialist and working closely with the Communications Analyst, the Partnerships and Communications Analyst supports the CO to build strategic partnerships with a wide range of actors, including Government, development partners, UN agencies, private sector, CSOs and other key players.

The JPO will provide dedicated support to review, revision, and implementation of all aspects of the CO's Partnership and Communications Strategy and Action Plan in close collaboration with other members of the Partnerships and Results Team, Senior Management, and programme and operations staff. This includes support to the CO's mobilization of a sustainable funding base by monitoring the funding landscape and providing intelligence research, as well as by supporting development of new initiatives. Further, it involves support to the COs strategic communication efforts with the public and key stakeholders, and coordination efforts with the UN family and development partners.

IV. Key Duties and Accountabilities

1.) Promoting UNDP Nepal's strategic partnership engagement and resource mobilization efforts

Example of Duties:

- Supporting the engagement and partnerships efforts of UNDP Nepal, including all aspects of development, implementation, and monitoring of the CO's Partnerships and Communications Strategy/Action Plan;
- Supporting development of UNDP Nepal knowledge products, project briefs and updates for outreach to partners;
- Scanning, identification and analysis of existing and emerging resource mobilization opportunities and approaches;
- Assisting in designing and analysing partners' outreach efforts, including proposals, pitches, concept notes, briefs, and partner profiles;
- Coordinating development of specific partner resource mobilization strategies and approaches;
- Supporting negotiation, drafting, and monitoring of agreements with donors, and ensuring compliance with partnership and reporting requirements.

2.) Supporting UNDP Nepal's strategic communications initiatives and reporting of results

Example of Duties:

- Supporting preparation of strategic communications products for enhanced partner engagement, including stories, knowledge products, and project briefs;
- Supporting preparation, layout, and dissemination of development communications to key target audiences, including Government and development partners;
- Assisting with producing communications material, and as required, liaison with media, NGO's, Civil Society, and other partners, under supervision of the RR and in close collaboration with the Communications team
- Supporting preparation of development results analytics to ensure UNDP's offers are well



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	packaged, tailored, and visible by the right audiences;
3.) Positioning UNDP Nepal in coordination platforms	
Example of Duties:	<ul style="list-style-type: none"> - Supporting identification of opportunities and specific areas for support for UNDP in its relationship with other UN Agencies, building on UNDP's comparative advantages and programmatic objectives; - Providing support to UNDP's engagement and leadership of development partner and UN coordination platforms, including by support to organizing meetings, preparing background documents, annual planning and reporting, and other related tasks; - Provides technical support to ensure UNDP meets its responsibility under the agreed UNSDCF Results Groups structure and other inter-agency working groups, including the Leave No One Behind / Gender Equality and Social Inclusion Working Group.
4.) Contributing to programmatic engagement, knowledge management and learning	
Example of Duties:	<ul style="list-style-type: none"> - Working closely with Senior Management and members of the Partnerships and Results Team in preparation for events, visits, meetings, and other initiatives; - Conducting research and developing internal briefing materials for Senior Management on key emerging topics; - Providing required support to Senior Management and programme colleagues on strategic programming initiatives; - Compiling information and preparing/reviewing partner and corporate reports in line with agreed requirements and timeline. - Providing sound contributions to knowledge networks and communities of practice; - Organizing and facilitating Partnerships and Resource Mobilization trainings/orientations to relevant CO colleagues; - Preparing, consolidating, and managing documentation in support of Partnerships and Resource Mobilization efforts in consultation with senior management and programme staff - Supporting initiatives and programs to promote awareness of, and access to UNDP information and publicity materials.
Supervisory/Managerial Responsibilities: Not applicable	

V. Requirements:
In this section, describe the qualification requirements of the position.
Education
Master's Degree in a related field of expertise, international relations, development studies, economics, communications, politics, or related fields.
Experience, Knowledge, and Skills
List: <ul style="list-style-type: none"> • A minimum of two years (with Master's degree) of paid working experience in a relevant field: partnership engagement, programme development, communications/visibility. • Experience in working with government, multilateral organizations, or development agencies. • Experience in multicultural environment. • Solid writing skills and proven track record of the same • Familiarity with the work of the United Nations Development Programme is desirable. • Knowledge of the region and country is highly desirable • Language requirements: Proficiency in speaking and writing in English is required.



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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
Business management	Partnerships Management	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
Partnership Management	Resource Mobilization	Ability to identify funding sources, match funding needs (programmes/projects/initiatives) with funding opportunities, and establish a plan to meet funding requirements
Business management	Communication	<ul style="list-style-type: none"> 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
Business Development	Integration within the UN	Ability to identify, and integrate capacity and assets of the UN system, and engage in joint work; knowledge of the UN System and ability to apply this knowledge to strategic and/or practical situations
Business Development	Knowledge Generation	Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need
Business development	Working with evidence and data	Ability to research, inspect, and use data with the goal of discovering useful information, making conclusions, and supporting decision making
2030 Agenda	People	Gender Mainstreaming

VI. Keywords

Partnerships, resource mobilization, communications, coordination, knowledge generation, and creative writing.