



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

I. Position Information

Job Title:	Junior Professional Officer on Energy	Grade Level:	P2	Position Number:	TBA
Department:	Environment and Climate Actions Cluster	Bureau:	UNDP in Uzbekistan CO	Position designation:	With no mobility requirement
Reports to:	Environment and Climate Action Cluster Leader			Duty Station:	Tashkent, Uzbekistan
Career Track:	Professional/Expert				
Career Stream:	Environment and Sustainable Energy/ 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

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 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](#)
- Ongoing Masterclasses on relevant and inspiring themes
- Career development supports mechanisms and activities
- Networking with fellow JPOs, young professionals and senior UNDP colleagues
- Mentoring Programme
- Other training and learning opportunities



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

Junior Professional Officer on Energy will provide programmatic and relevant operational services ensuring high quality, accuracy and consistency of work. JPO will work in close collaboration with the Government counterparts, other relevant projects, operations, and Programmes staff in the UNDP CO to exchange information and ensure consistent service delivery and undertake day-to-day responsibility for programmatic and relevant operational support services for the satisfactory achievement of the Cluster's outcomes.

Under the direct supervision of the Environment and Climate Action Cluster Leader and in close collaboration with the Programme Analyst on Climate Change, the Incumbent will be supporting the Cluster portfolio on energy including assistance in the development and oversight of the programmes/projects thereby contributing to the achievement of the planned Cluster's outputs.

Organisational context

UNDP's Strategic Plan lays out a bold ambition to ensure that low-carbon, affordable and reliable energy is available to an additional 500 million people by the year 2025, especially for those hardest to reach and in crisis contexts. Energy-Signature Solution 5 - Energy: Cleaner, affordable, renewable energy for everyone. Energy is a priority in UNDP's current strategic plan as sustainable energy is vital to poverty eradication, social progress, gender equality, low-carbon and climate-resilient development.

In alignment with Uzbekistan's declaration of 2025 as the "Year of Environmental Protection and Green Economy", UNDP's forthcoming Country Programme Document (2026-2030) places energy at the forefront of its strategic initiatives. This will be achieved in line with the signature solution global priorities aimed at supporting the countries' transitions to sustainable energy systems by working to de-risk the investment environment and to attract and leverage private and public-sector resources with a particular focus on transitioning to renewable energy generation and energy efficiency measures and policies and strengthening risk-informed zero-carbon development.

Particularly, in Climate change mitigation, UNDP supports Uzbekistan in implementing its Nationally Determined Contribution (NDC), and will support to mobilize partners, including from Multilateral Development Banks and the private sector, to source and catalyze the finance needed for Uzbekistan to implement NDC priorities and move towards carbon neutrality. UNDP will support to the specific targets of Uzbekistan's Strategy on Transition to Green Economy by 2030 - reducing emissions by increasing energy efficiency and enhancing use of renewable energy through blended financing opportunities with the IFIs and enhancing access to clean and affordable energy.

The UNDP's approach is based on a suite of integrated interventions in policy, technology, finance, delivery systems, capacity development, and awareness raising to reduce and, where possible, remove a range of barriers that inhibit investments in scaling sustainable energy solutions.

It supports also the Government pursuing structural transformations towards all dimensions of sustainable development, through maintaining effective and sustainable management of natural resources, improving environmental governance, biodiversity conservation, addressing climate change through policy engagement and practical interventions.

III. Position Purpose

Junior Professional Officer on Energy will support development, technical planning, and oversight in implementation of projects in the field of green energy solutions, sustainable low-carbon and/or carbon neutral energy sector development.

IV. Key Duties and Accountabilities

1.) Programme development and resource mobilization towards increasing energy access, promoting renewable energy and enhancing energy efficiency in Uzbekistan

Example of Duties:

- Provide policy support, acting as sources of specialized knowledge in the field of energy focused on energy efficiency and renewable energy.



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

	<ul style="list-style-type: none"> • Support in developing new project concepts and proposals (GEF, GCF, IFIs) in line with the national energy priorities and UNDP comparative advantage and mandate as well as corporate offer. Ensure project development and resource mobilization efforts are in align with Uzbekistan's Strategy on Transition to a Green Economy (2030) and its NDC commitments, facilitating energy efficiency and renewable energy investments in key sectors, including industry, buildings, and public services. • Support the development of strategies and project interventions that enhance energy security, particularly in remote and underserved areas, by expanding access to affordable and reliable clean energy solutions. • Support the development of digital energy solutions, including smart grids, AI-driven energy efficiency models, and emissions tracking systems, to enhance Uzbekistan's transition to a green economy. • Analyze the resilience of renewable energy systems under climate risks, with a focus on climate-vulnerable regions such as the Aral Sea area and rural communities. • Assist with technical assistance of the Government to promote "just energy transition" principles to ensure equitable and sustainable energy reforms. • Provision of advice and study on sustainable low-carbon technologies for heating and cooling systems, international best practices in online electricity trading platforms and evaluate their feasibility for implementation in Uzbekistan. • Assist in developing investment-ready project proposals on establishing business models for battery swapping infrastructure to enhance electric vehicle adoption, private sector-led approaches to promote energy efficiency and renewable energy technologies. • Establish strategic partnerships with national, international partners, private sector for mobilization of resources for green energy projects and initiatives. • Map the areas where energy investments are needed across the country's sub-regions, to develop a comprehensive support strategy that aligns the most appropriate funding model and resource mobilization approach with the specific context. • Promote a greater integration of gender with more targeted gender guidance for UNDP's energy programming.
2.) Advocacy and communication for results	
Example of Duties:	<ul style="list-style-type: none"> • Provide inputs to develop an advocacy/communication brief to update UNDP's value proposition on access to energy, transition to low-carbon technologies, just transition, expanding its role as a convenor and delivery agent for complex energy project initiatives. • Facilitate knowledge building and knowledge sharing in the area of expertise; provide inputs into analytical publications and reports on green energy related issues; keeping abreast of sustainable energy development in Uzbekistan and globally, inform project interventions about new trends and developments; and participate in national and international events, meetings, and other events, delivering presentations in the area of expertise, relevant to the work of UNDP; • Ensure systematic synthesis of lessons learnt and best practices across projects and sharing horizontally and vertically within the organization.
3.) Substantive Programme implementation and oversight	
Example of Duties:	<ul style="list-style-type: none"> • Provide support for UNDP programmes/projects in the area of expertise. • Make inputs in quality assurance of project work-plans implementation, advising timely corrective action. • Support project reporting in line with requirements of national partners, UNDP and donors (Vertical Funds and others). • Provide inputs on effective and timely implementation of quality assurance and risk mitigation measures, and monitoring and evaluation requirements, such as Mid-Term Review and Terminal Evaluation, etc. • Provide guidance to the executing agencies on the routine implementation of projects, tracking use of financial resources.



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

	<ul style="list-style-type: none"> Follow up on project performance indicators/success criteria, targets and milestones, preparation of reports. Regular review of projects' dashboard to identify and rectify gaps and mission information. Ensure completeness of project related information in UNDP information systems.
Supervisory/Managerial Responsibilities: Not applicable	

V. Requirements:	
Education	
Master's Degree in field of energy, sustainable development, climate change, natural resource management, environmental policy or science, or international development on environment/natural economics with concentration in one of the above fields	
Experience, Knowledge, and Skills	
<ul style="list-style-type: none"> Minimum 2 years with Master's degree of relevant experience in energy efficiency and/or renewable energy related policy, political economy with focus to energy investment and private sector work with focus to energy. Strong leadership, managerial and coordination skills, with a demonstrated ability to effectively coordinate the implementation of development bilateral donor projects, including financial and technical aspects. Knowledge of and experience in gender mainstreaming in project/Programme management. Ability to effectively work/manage technical and administrative teams, work with a wide range of stakeholders to develop durable partnerships. Strong analytical, presentation and reporting skills. Strong computer skills, in particular mastery of all applications of the MS Office package and internet search. Ability to travel to regions and project pilot sites. Fluency in spoken and written English and Russian (asset). Knowledge of other UN languages is always an asset. 	
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



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

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

Thematic Area	Name	Definition
Business direction & strategy	Strategic thinking	<ul style="list-style-type: none"> - Ability to demonstrate commitment to UNDP's mission, vision and values - Ability to develop effective strategies and prioritized plans in line with UNDP's objectives, based on the systemic analysis of challenges, potential risks and opportunities, linking the vision to reality on the ground, and creating tangible solutions - Ability to leverage learning from a variety of sources to anticipate and respond to future trends; to demonstrate foresight to model what future developments and possible ways forward look like for UNDP
Business Management	Development and Operational Effectiveness	<ul style="list-style-type: none"> - Ability to manage programmes and projects with a focus on improved performance and demonstrable results - Ability to perform a variety of specialized tasks related to Results Management, including support to design, planning and implementation of Programme, managing data, reporting
Business Management	Monitoring	<ul style="list-style-type: none"> - Ability to provide CO staff and key partners with regular feedback on the consistency or discrepancy between planned and actual activities and Programme performance and results
2030 Agenda: Planet	Nature, Climate and Energy	<ul style="list-style-type: none"> - Climate Change Mitigation and Renewable Energy: concepts and application
Business Management	Evaluation	<ul style="list-style-type: none"> - Ability to make an independent judgement based on set criteria and benchmarks

VI. Keywords

Development Programme
 Climate Change and Energy
 Portfolio and project management
 Quality assurance and risk management
 Results based management
 UN Agencies

February 07, 2025