



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

I. Position Information

Job Title: Special Assistant to the Director of Nature Hub Department: Nature Hub Reports to: Director, Nature Hub (D1)	Grade Level: P2 Bureau: BPPS	Position Number: 220624 Position designation: With no mobility requirement Duty Station: New York, New York
Career Track: Professional/Expert Career Stream: Policy/Programme - Data and Business Analytics 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



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Organizational context

The Nature Hub is located within the Bureau for Policy and Programme Support (BPPS), to advance the UNDP work on ecosystems and biodiversity, water and ocean governance, biodiversity finance, food system and local action. This is based on the understanding that in order for UNDP to achieve its development mandate, safeguarding of the natural capital that underpins our lives, societies, economies and sustainable development is prerequisite. The Nature Hub, with its circa 180 team members across the continents, works closely with other environment and energy related hubs, namely the Climate Hub, Chemical and Waste Hub, Sustainable Energy Hub, and the Vertical Fund Programme Support, Oversight and Compliance Hub. The Nature Hub will collaborate closely with all other technical teams under the Global Policy Network (GPN), including the Sustainable Finance Hub, Gender, Inclusive Growth, Governance, SDG Integration, Rule of Law, Human Rights and Security.

In 2023 UNDP launch the new nature strategy for 2030 called the UNDP Nature Pledge, aiming at accelerating and upscaling our support to countries, to catalyse the cascading changes necessary for countries to achieve the Kunming-Montreal Global Biodiversity Framework (GBF) which was agreed during Biodiversity COP 15 in December 2022, thereby safeguarding natural capital for sustainable development. Implementation of the Pledge will build on an extensive nature-related portfolio with over 350 projects across 143 countries around the world, complemented by a range of global initiatives. UNDP Nature Pledge focuses on three transformational shifts: (i) Value shift – Rewriting Narratives and Catalysing Behavioural Change; (ii) Economic and Finance Shift – redirecting flows of finance from nature negative towards nature positive; and (iii) Policy and Practice shift to harness the power of nature to tackle multiple development challenges. These shifts are essential to trigger accelerated and much larger action towards the 2030 GBF goals and SDGs.

JPO is required to support the Director of the Nature Hub, to ensure effective management of the Nature Hub, for timely and quality implementation of the Nature Pledge.

III. Position Purpose

Under supervision of the Director, Nature Hub, the Special Assistant will provide day-to-day support in implementing the Nature Hub's mandate.

IV. Key Duties and Accountabilities

1. Support shaping of the strategic positioning of UNDP's work on safeguarding natural capital for sustainable development

Example of Duties:

- Work closely with the Director of the Nature Hub, and the Hub's senior management group, to implement the Nature Pledge for 2030, offering support for Nature Pledge activation and implementation.
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- Support organisations of various internal and external event related to Nature Pledge implementation;
- Support drafting of speeches, talking points, briefing notes, background papers, and/or design presentation materials (including multi-media) for delivery by the Nature Hub and BPPS senior managers in key events, meetings and other external fora ensuring that UNDP goals, objectives, strategies, policies, and the vision and strategies of the Nature Pledge are appropriately reflected in these materials.
- Participate in meetings and networks/task teams both internally and externally, representing the views of the Director where appropriate.



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	<ul style="list-style-type: none"> Review relevant documents submitted for the approval or clearance of the Director of the Nature Hub, ensuring alignment with corporate guidance and standards (quality assurance) and channeling feedback/comments where appropriate. Conduct research on topics as assigned, information synthesized and summarized for the Director to facilitate decision-making Support resource mobilization for implementation of the Nature Pledge.
2. Support knowledge management and communication for the effective implementation of the Nature Pledge for 2030	
<i>Example of Duties:</i>	<ul style="list-style-type: none"> Establish a system for timely and prioritized decision-making and ensure sharing of good practices and decisions with involved units and divisions., Develop and update a repository of key documents (e.g., briefings, talking points, presentations, proposals, reports) to ensure timely access to information by the Director and other members of the Nature Hub. Support new ways of working to improve coordination and information sharing within the Team, proposing/testing new processes and practical tools, including a system to track corporate requests. Liaise effectively with other UNDP Teams (Central and Regional Bureaus, Country Offices, etc.), donors and other key stakeholders, keeping the Director abreast of key developments within the organization. Support effective internal communications within the Nature Hub team. Support the organization of regular team meetings and strategic events for internal or external audiences (e.g., planning retreats, high-level meetings, workshops, amongst others). Support knowledge management and communication activities of the Nature Hub. Coordinate special projects and assignments on behalf of the Director of the Nature Hub.
3. Provide coordination and liaison support to the Director in the strategic management of the Hub.	
<i>Example of Duties:</i>	<ul style="list-style-type: none"> Process and/or prepare the Director's participation in meetings and missions/key events and come up with best practices to be shared with other units and divisions; Provide technical and coordination support in the follow-up to meetings and corporate initiatives, including the preparation of relevant minutes and notes as appropriate, and management of a follow up tool/file; Liaise closely with in-house Divisions, sections and field offices as well as key partners and stakeholders on workplans and programme division commitments. Maintain the highest standard of confidentiality, discretion and professional integrity.
4. Engage in Learning and Self-development,	
<i>Example of Duties:</i>	<ul style="list-style-type: none"> Proactively engage preparation of regional community of practice meetings. Support the development and delivering of training courses pertinent to results-based management, data analytics, and knowledge management. In consultation with the direct supervisor, develop and execute personal learning and development plan that improves required skillset for the position (5%).
Supervisory/Managerial Responsibilities: No	



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V. Requirements:	
Education	
Master's degree in a related field such as natural resource management, environmental science, environmental data management, international development, economics, business management or relevant field is required.	
Experience, Knowledge, and Skills	
<p>Experience:</p> <ul style="list-style-type: none"> At least 2 years of work professional experience in international and/or corporate organisations with international exposure, in relevant field including finance, environment and development, biodiversity conservation and ecosystem management, or international relations, with focus on strategy development and/or operation management support. <p>Knowledge and skills:</p> <ul style="list-style-type: none"> Genuine interest in building a career in support of tackling the planetary crisis, including biodiversity conservation and ecosystem management and restoration, ecosystem-based adaptation and mitigation, nature finance and other relevant fields. Experience in Results Based Management is a strong asset. Experience working on issues of gender equality and empowerment of women is a strong asset. Experience in managing, analysing and visualization information and data including knowledge and use of relevant software and tools, in particular design tools, is a strong asset. Experience in knowledge generation and management, research, normative support and integrated policy advice to governments and other development actors is a strong asset. <p>Language requirements:</p> <ul style="list-style-type: none"> Excellent command of written and spoken English is required. Knowledge of another UN official language in particular French and Spanish 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



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

<i>Thematic Area</i>	<i>Name</i>	<i>Definition</i>
<i>General (across the functions)</i>	Project Management	<ul style="list-style-type: none"> ○ Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals.
<i>General, UN System Affairs, Communications, Public Partnerships</i>	Public Relations	<ul style="list-style-type: none"> ○ Ability to build and maintain an overall positive public image for the organisation, its mandate and its brand, while ensuring that individual campaigns and other communications and advocacy initiatives are supported in reaching the public
<i>Administration & Operations</i>	Events Management	<ul style="list-style-type: none"> ○ Support offices with event management including venue identification, accommodation, logistics, catering, transportation, and cash disbursements, etc
<i>Business Management</i>	Partnerships Management	<ul style="list-style-type: none"> ○ 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>Business Development</i>	Knowledge Generation	<ul style="list-style-type: none"> ○ Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need
<i>Business Development</i>	Knowledge Facilitation	<ul style="list-style-type: none"> ○ Ability to animate individuals and communities of contributors to participate and share, particularly externally
<i>2030 Agenda: Planet</i>	Nature	<ul style="list-style-type: none"> ○ Ecosystem management, biodiversity conservation, biodiversity finance, natural resource management, ecosystem based climate mitigation and adaptation.

VI. Keywords

Organisational management, Ecosystems and Biodiversity, Results-Based Management, Knowledge Management, Nature