



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

I. Position Information

Job Title:	Renewable Energy Analyst	Grade Level:	P2	Position Number:	n/a
Department:	Enabling Community Recovery and Resilience (ENCORE) Project	Bureau:	Regional Bureau for Asia and Pacific	Position designation:	With no mobility requirement
Reports to:	Chief Technical Advisor			Duty Station:	Yangon, Myanmar
Career Track:	Professional/Expert				
Career Stream:	Sustainable Energy				
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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Organizational context

In response to the ongoing multidimensional crisis in Myanmar, the UNDP Country Office is implementing the Area-Based Community First Programme (CFP II) (2024-2025), the successor to CFP I (2021-2023), which established an extensive network of highly localized partnerships and proven methodologies that generated significant results, benefitting more than 3.1 million people in 45 Townships across 10 States and Regions. The Enabling Community Recovery and Resilience (ENCORE) Project is key among the area-based projects under CFP II. The project aims to empower the most vulnerable communities in rural areas to shift from crisis to recovery through short-, intermediate-, and long-term interventions aimed at improving their resilience to economic, security, health, and climate-related shocks.

ENCORE's three project components, (i) Community capacity building and mobilization, (ii) Community-led undertakings to address basic needs and promote recovery and resilience, and (iii) Improved governance and service delivery in contested territories, are underpinned by community-driven development (CDD) approaches. CDD's inclusive, participatory, and sustained community engagement process empowers target communities to select and implement crisis responses. Energy-related interventions are often prioritized by these rural communities. These interventions may include solar home systems, energy-efficient cookstoves, and solar dome dryers, as well as upgrading of village water supply and irrigation systems with solar-powered applications. They may encompass productive use of energy (PUE) inputs for livelihood groups; solar-powered lighting for public infrastructure and facilities, new solar-powered water or irrigation systems, and connections to existing mini-grids. A key focus of these efforts is the adaptation and utilization of renewable energy solutions.

III. Position Purpose

The Renewable Energy Analyst will play a crucial role in supporting the expansion of UNDP's support to the most vulnerable communities and building community's resilience to current and future shocks. Specifically, s/he will ensure that renewable energy interventions are seamlessly integrated into UNDP's portfolio of crisis interventions and community processes and that they are technically sound and tailored to the community's needs and varying conditions. S/he will also ensure that field implementers and target communities are given adequate guidance and technical support in planning and implementing energy-related interventions.

IV. Key Duties and Accountabilities

1.) Provide technical support on reviewing of RE interventions under ENCORE project

- a. Review the technical viable RE interventions proposed by the Field Offices in line with the ENCORE phasing (Ph1 = HH level RE interventions; Ph2 = small-scale upgrading of village facilities to RE interventions, including PUE inputs for SLAW livelihood groups; Ph3 = small to medium scale community-prioritized energy-related interventions, including construction of new solar-powered village water supply and irrigation canals, solar dryer domes, connection to existing mini-grids, etc.)
- b. Based on the desk review and provide technical recommendations on types of RE/energy-related interventions per Phase.

2.) Ensure technical viability and sustainability of RE interventions for the project

- a. Provide general training orientation to ENCORE field staff (Cluster Leads, Township Coordinators, Community Facilitators) on the menu of potential RE/energy-related interventions in their project sites.
- b. In project villages where the community proposed an RE/energy-related intervention, undertake the necessary technical assessment to ascertain their technical viability and sustainability (through desk review if the proposal is for a Ph1 HH-level intervention, preferably through actual site inspection for Ph2 or Ph3 community-level RE/energy-related interventions) before final approval and processing by the PMU.
- c. Provide technical guidance and support to CFs/TCs and villages implementing RE/energy-related interventions.



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3.) Provide technical support to UNDP's resource mobilization efforts for RE interventions in Myanmar	
	<ul style="list-style-type: none"> a. Undertake assessments and small studies on potential expansion and scaling-up of UNDP's RE/energy-related interventions in Myanmar, including piloting mini-grids in remote project sites. b. Contribute to developing concept notes and proposals on RE/energy-related projects to be submitted to donors and potential partners. c. Participate in RE/energy-related consultations and discussions with interagency bodies, donors, and partner organizations. Act as UNDP's presenter in these bodies, as may be requested.
Supervisory/Managerial Responsibilities: Not applicable. The Analyst will be based in Yangon and will form part of the Technical Team of the ENCORE Project Management Unit (PMU). The JPO will work under the technical supervision of the Chief Technical Advisor (CTA) and the day-to-day supervision of the ENCORE Project Manager.	
V. Requirements:	
Education	
<ul style="list-style-type: none"> • Master's Degree (or equivalent) in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences, or related field is required. 	
Experience, Knowledge, and Skills	
<ul style="list-style-type: none"> • Minimum 2 years with Master's degree in a relevant field or minimum 4 years (with a Bachelor's degree) of experience in implementation of renewable energy (RE) projects. • Familiarity and a good understanding of community-based development work. • Experience in working on planning and designing the RE interventions will be an advantage. • Experience of previous assignments with the UNDP and/or other UN agencies will be an advantage. • Language requirements: Fluency in English is required. • Experience in the use of computers, office software packages (MS Word, Excel, etc.), database packages, and web-based management systems such as ERP. 	
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

Thematic Area	Name	Definition
Innovation capacity building	Digital & Innovation	<ul style="list-style-type: none"> Ability to define and create the conditions for trying out new ways of working or introducing new problem-solving approaches to an organization. Ability to develop, manage and evaluate a learning curriculum that raises awareness, builds confidence, strengthens innovation capabilities around a certain method, tool, or technique; or helps develop an innovation mindset. Ability to create the authorizing environment (mandate, incentives) to embed and spread new ways of working. In-depth knowledge of one or more innovation methods, broad knowledge of innovation processes and innovation management. Ability to align a learning and development strategy with broader innovation strategy.
Design thinking	Digital & Innovation	<ul style="list-style-type: none"> Solving problems by putting people at the center, visualizing ideas, and making them tangible to improve them through and iterative process of developing and testing. Strong empathy skills, being able to put yourself "in someone else's shoes", understand needs, abilities, preferences, motivations, (everyday) experiences from different perspectives as well as their cultural, social, economic, and political contexts. Ability to identify and challenge assumptions, (cognitive and social) biases and dominant mental models by generating new perspectives and frames that help redefine the problem, solution, and opportunity space. Being able to work with incomplete information, ambiguity and opposing views, needs and constraints and synthesize them into solutions that are viable, technically feasible and useful.
Multi-stakeholder engagement and funding	Partnership Management	<ul style="list-style-type: none"> Knowledge and ability to forge multi-stakeholder partnerships, and remove any obstacles to resource mobilization and multi-stakeholder funding platforms
Innovation ecosystem curation	Digital & Innovation	<ul style="list-style-type: none"> Ability to identify key players in an ecosystem, engage with them and mobilize them to build a community and over time a movement around a common mission that can bring about changes at the system level. Ability to give sense of purpose and build trust, develop programmes of activities and platforms to build and strengthen relationships.
2030 Agenda: Engagement and Effectiveness	Effectiveness	<ul style="list-style-type: none"> Programming (PPM) policies and procedures RBM standards and practices for programming
Business Development	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. Ability to apply existing concepts to new situations, and to develop new concepts to generate workable solutions and new approaches. Knowledge of relevant concepts, conceptual models, and theories that can be useful in addressing new situations.

VI. Keywords

Area based development, Innovation, Renewable Energy, Stakeholder engagement, Nexus