



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

I. Position Information

Job Title: Innovation Analyst Department: Reports to: Jennifer Colville	Grade Level: P2 Bureau: Bureau for Policy and Programme Support	Position Number: n/a Position designation: With no mobility requirement Duty Station: Amman, JORDAN
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Career Track: Professional/Expert

Career Stream: Innovation

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:

UNDP's Strategic Plan 2022-2025 (SP) sets out an agenda to transform UNDP's capabilities and structures towards a new value proposition: catalysing the deep systemic transformations needed to solve the toughest, most complex challenges standing between the world and the achievement of the SDGs. The Strategic Plan identifies strategic innovation as one of three enablers of the transformative change we look to support across programme countries (along with digitalization and development financing). Strategic innovation refers both to UNDP's capacity to renew its own programmatic approach to respond to fast changes in the external environment and to UNDP being able to bring transformational capability to government counterparts. The latter entails a shift from providing single-point solutions that characterized early innovation efforts to embracing system-level transformation.

UNDP's Innovation Team in the Arab States works closely with regional teams and 17 Offices across the region to deepen their understanding of complex policy issues, design portfolios to engage with these, and in this process develop new systems capabilities.

III. Position Purpose

The Innovation Analyst will be a part of the Strategic Innovation Unit that leads the process of embedding innovation in UNDP's work, working closely with UNDP's Global Policy Network, Regional Bureaus, Country Offices, Accelerator Lab network, and other internal and external stakeholders. S/he will be based in the Amman Regional Hub and report to the Regional Innovation Team Lead.

The Innovation Analyst will be responsible for providing technical support to the regional innovation team as we work with colleagues to integrate systems thinking and portfolio approaches into regional and country programming. Specifically, the work will include supporting design and development of new strategic innovation offers; facilitating collaboration and knowledge-sharing of strategic innovation experiences across the regional and global innovation network; and supporting advocacy and communications efforts.

IV. Key Duties and Accountabilities

In this section list up to five primary functions/accountabilities of the position (Typically one sentence each) and examples of duties that must be performed to successfully accomplish key responsibilities.

1.) Support design and development of new strategic innovation offers

Example of Duties:	<ul style="list-style-type: none">• Conduct research on emerging trends in strategic innovation, including application of systems thinking and portfolio approaches• Support design of emerging offers, e.g., institutional innovation; development intelligence based on continuous learning and dynamic management; and digital transformation
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2.) Facilitate collaboration and knowledge-sharing of strategic innovation experiences

Example of Duties:	<ul style="list-style-type: none">• Support engagement with regional colleagues to facilitate exchange of experiences and insights• Design opportunities for peer-to-peer support to share emerging practices• Organize periodic meetings among the regional community of practice
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3.) Support advocacy and communications efforts

Example of Duties:	<ul style="list-style-type: none">• Capture and document learnings and insights from country-specific experiences with UN2.0 Quintet of Change methodologies (innovation, digital, data, behavioural science, and foresight)• Draft or support drafting of blog posts on lessons learned and successes, with a specific focus on the work of strategic innovation• Develop content for the periodic newsletter for the regional innovation community• Prepare knowledge and communication products for advocacy and outreach, related to national, regional and global initiatives within UNDP's strategic innovation area of work• Ensure dissemination of knowledge and communications products
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Supervisory/Managerial Responsibilities: None

V. Requirements:

In this section, describe the qualification requirements of the position.

Education

Master's Degree or equivalent Advanced Degree in international development, social sciences, social innovation, systems thinking and complexity theory, economics or related field with minimum 2 years of relevant post-bachelor work experience.

Experience, Knowledge, and Skills

List:

- A minimum of two years of paid working experience in international development, social innovation or a related field
- Highly desirable: paid or unpaid experience working within -
 - National or local governments;
 - International affairs and/or international development organisation;
 - International organisations;
 - A group advancing innovative solutions to improve the lives of others.
- Fluency in English is required. working knowledge of French and/or Arabic is a considerable 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

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

Thematic Area	Name	Definition
Cross-functional Business Direction & Strategy	Strategic Thinking	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 in order to model what future developments and possible ways forward look like for UNDP



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<i>Cross-functional Business Direction & Strategy</i>	<i>Entrepreneurial Thinking</i>	<i>Ability to create clarity around UNDP value proposition to beneficiaries and partners and to develop service offers responding to client needs based on UNDP's organizational priorities and mandate</i>
<i>Cross-functional Business Direction & Strategy</i>	<i>System Thinking</i>	<i>Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system</i>
<i>Cross-functional Business Direction & Strategy</i>	<i>Negotiation & Influence</i>	<i>Ability to reach an understanding, persuade others, resolve points of difference, gain advantage in the outcome of dialogue, negotiate mutually acceptable solutions through compromise and create "win-win" situations</i>
<i>Cross-functional Business Development</i>	<i>Collective Intelligence Design</i>	<i>Ability to bring together diverse groups of people, data, information or ideas, and technology to design services or solutions</i>
<i>Cross-functional Business Management</i>	<i>Partnerships Management</i>	<i>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>
<i>2030 Agenda: Engagement and Effectiveness</i>	<i>Innovation</i>	<i>Technology and Innovation</i>

VI. Keywords

Thinking in systems; collaboration; analytical thinking