



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

### I. Position Information

Job Title: Climate and Energy Analyst	Grade Level: P2	Position Number: n/a
Department: UNDP Egypt	Bureau: RBAS	Position designation: With no mobility requirement
Reports to: Climate Change Team Leader		Duty Station: Cairo, Egypt
Career Track: Professional/Expert		
Career Stream: 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 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

#### Organisational context



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UNDP's decades-long partnership with Egypt has fostered a diverse portfolio of support across the economic, social, and environmental sectors. The current strategy builds on this strong foundation, aligning with Egypt Vision 2030 to advance a green, inclusive, and resilient development pathway driven by innovation and collaboration.

As a strategic partner, UNDP Egypt plays a central role in accelerating progress toward the SDGs, through three pillars of support: Inclusive Growth and Digital Transformation; Governance, Social Inclusion, and Gender; and Climate and Energy. Drawing on global expertise and grounded in local experience, the Country Office works closely with partners on policy advisory and programmatic support, and bringing stakeholders together across the spectrum including government, private sector, academia and CSOs to address complex challenges and take advantage of opportunities.

UNDP is a lead international agency in the area of climate change mitigation and adaptation in Egypt. UNDP Egypt is the main agency supporting the government in preparation of the national climate change reports that fulfils obligations to UNFCCC such as National Communication Reports, Biennial Update Reports, Nationally Determined Contributions Reports, etc. UNDP has also supported the Government of Egypt in preparation of the National Climate Change Strategy 2050, and currently supporting the preparation of National Adaptation Plan (NAP).

In the area of energy and climate change mitigation, UNDP has successful track record of work with Government of Egypt in the areas of energy efficiency and small-scale renewable energy technologies. UNDP Egypt has implemented several projects funded by Global Environmental Facility (GEF) that has achieved market transformation to energy efficient lighting systems, open markets for rooftop solar power stations, developed construction codes for energy efficient buildings, implemented Standards and Labels programme for 15 electric appliances, supported integration of renewable energy in City of Sharm El-Sheikh, etc. UNDP Egypt is currently developing a set of new projects to upscale use of solar energy and energy efficiency in Egyptian facilities.

Additionally, UNDP Egypt is implementing a flagship project on the use of Nature Based Solutions (NBS) to protect low lying lands in Nile Delta from Sea Level Rise (SLR). The Green Climate Fund (GCF) has funded construction of a dike system along 69 Kms in Nile Delta coast zone. UNDP plans for a second phase for the project as well as to develop an Early Warning System (EWS) for climate related disasters. UNDP is also developing an initiative to support solar powered desalination for irrigation systems as a climate adaptation action.

### III. Position Purpose

The JPO will work under the direct supervision of Climate Change Team Leader to support sourcing new projects idea and development of projects in the area of climate and energy.

### IV. Key Duties and Accountabilities

Under the overall supervision of the Climate Change Team Leader, the Climate and Energy Analyst (JPO) will contribute to both upstream policy and downstream project delivery, with a strong focus on climate mitigation, adaptation, and energy transition.

#### 1.) Project Development and Resource Mobilization

	<ul style="list-style-type: none"><li>Contribute to the identification, formulation, and development of new climate and energy project ideas, aligned with Egypt's national priorities and UNDP's strategic framework.</li><li>Draft and support the preparation of concept notes, project identification forms (PIFs), full project documents, and funding proposals for vertical funds (GEF, GCF), bilateral donors, and other financing mechanisms.</li><li>Support stakeholder consultations and coordination with government counterparts, IFIs, donors, private sector, and technical partners during project design</li><li></li></ul>
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#### 2.) Policy, Technical and Analytical Support

	<ul style="list-style-type: none"><li>Conduct technical, economic, and policy research on climate change mitigation and adaptation, renewable energy, energy efficiency, and nature-based solutions.</li></ul>
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	<ul style="list-style-type: none"><li>Assess the technical and financial feasibility of renewable energy and energy-efficiency technologies applicable to Egypt, including market readiness and scalability.</li><li>Contribute analytical inputs to national climate processes (NAP, NDCs, national reports to UNFCCC), strategy documents, and sectoral studies.</li></ul>
<b>3.) Programme Implementation and Monitoring</b>	
	<ul style="list-style-type: none"><li>Support implementation of selected DIM climate and energy projects, ensuring alignment with approved workplans, budgets, and results frameworks.</li><li>Coordinate with national and international consultants to ensure timely, high-quality delivery of outputs.</li><li>Assist in the preparation of annual workplans, progress reports, donor reports, and corporate reporting (ROAR, UNCT reports).</li></ul>
<b>4.) Partnerships, Knowledge Management, and Visibility</b>	
	<ul style="list-style-type: none"><li>Support engagement with government institutions, academia, private sector, and development partners to advance climate and energy initiatives.</li><li>Contribute to knowledge products, briefing notes, presentations, and lessons-learned documentation.</li><li>Assist in organizing and servicing meetings, missions, workshops, trainings, and field visits, including preparation of agendas and background materials.</li></ul>
Supervisory/Managerial Responsibilities: NA	

<b>V. Requirements:</b>	
<b>Education</b>	
Advanced university degree (master's degree or equivalent) in natural resources management, engineering, environmental studies or related topic, or	
A first level university degree (bachelor's degree) in the above-mentioned field of study in combination with two additional years of qualifying experience will be given due consideration in lieu of the advanced university degree.	
<b>Experience, Knowledge, and Skills</b>	
<ul style="list-style-type: none"><li>A minimum of two (2) years (with master's degree) or four (4) years (with bachelor's degree) of working experience (paid)</li><li>At least Professional experience working in climate change and/or energy related topics;</li><li>Experience with at least one renewable energy technology;</li><li>Demonstrated personal commitment to development issues;</li><li>Former work experience with international agencies is preferable;</li><li>Previous work experience with government is an asset;</li><li>Fluent in verbal and written English (Excellent writing skills);</li></ul>	
<b>Expected Demonstration of Competencies</b>	
<b>Core</b>	
<b>Achieve Results:</b>	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality by deadline
<b>Think Innovatively:</b>	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
<b>Learn Continuously</b>	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback



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<b>Adapt with Agility</b>	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
<b>Act with Determination</b>	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
<b>Engage and Partner</b>	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
<b>Enable Diversity and Inclusion</b>	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

### ***Cross-Functional & Technical competencies***

<b>Thematic Area</b>	<b>Name</b>	<b>Definition</b>
2030 Agenda: Planet	Nature, Climate and Energy	Climate change Mitigation: concepts and application
2030 Agenda: Planet	Nature, Climate and Energy	Climate Change Policies: Climate Finance
Business Direction & Strategy	Strategic Thinking	<ul style="list-style-type: none"><li>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</li><li>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 look like for UNDP</li></ul>
Business Management	Partnership 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
Business Direction & Strategy	Entrepreneurial Thinking	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
Business Development	Knowledge Generation	Ability to research and turn information into useful knowledge, relevant for content, or responsive to a stated need

### **VI. Keywords**

- Climate change
- Renewable energy
- Climate finance
- Energy efficiency
- Project development