



UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

Please use this format to request a JPO for your office. The Job Description should be specific and comprehensive and UN/UNDP abbreviations should be spelled out in full.

I. Position Information

JPO functional title: Analyst	Programme	Grade Level: (P2)
Main sector of assignment: administrative management	Business and	Country and Duty Station: New York, USA
Detailed sector of assignment: Finance Officer of UNDP	Office of the Chief	Duty Station status: Family (staff member and eligible family members)
Agency: UNDP		Duration and Type of Assignment: One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement
Department:	BMS/OFRM,/Strategy and Policy Unit (SPU)	
Reports to:	Deputy Assistant Administrator, Deputy Director of the Bureau for Management Services and Chief Finance Officer of UNDP	
Position Status:	Non-rotational	
Job Family:	Management	

II. Job Purpose and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

The UNDP 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.

Job Purpose:

The Office of Financial Resources Management (OFRM), Bureau of Management Services, supports the United Nations Development Programme (UNDP) in the promotion of its sustainable human development agenda. It achieves this by developing and making fully operational a dynamic and harmonized integrated resource management framework based on comprehensive analysis that enhances UNDP's financial and administrative performance, as well as facilitates UN reform and coherence. To these ends, the framework addresses strategically critical financial and administrative resource planning and management issues, including results based budgeting; the integration of the Programming Arrangements and the Institutional Budget within the context of the integrated budget from 2014 onwards; enhanced cost classification and cost recovery; capital budgeting; adherence to IPSAS; foreign exchange and investment activities; facilities management; administration of office space,



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organizational assets and travel; Balanced Scorecard Management and other performance management initiatives; and support to UN harmonization.

Effective and efficient integrated resources management is enabled through a continuous and robust process comprising:

- Formulation and implementation of corporate financial and administrative strategies, policies and procedures;
- Formulation, alignment, documentation and implementation of UNDP's funding frameworks, assuring their integrity, viability and alignment with the Strategic Plan;
- Provision of policy guidance, advisory services and operational support to strengthen client capacities and help them achieve results, seeking to build consensus within UNDP and with key stakeholders on critical budgetary related matters requiring Executive Board legislation;
- Administration of the organization's internal control framework, overseeing and monitoring financial management of all global UNDP offices, including through formulation/implementation of resource planning, management and oversight tools and reports;
- Promoting clear accountability for financial transactions and producing financial statements, including financial reporting to donors and the UNDP Executive Board.
- Providing capacity building support and guidance to ensure that travel, facilities, insurance and fixed asset management is adequately addressed in all locations.

III. Supervision

Content and methodology of supervision:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

III. Duties and Responsibilities and Output expectations

The position is a highly visible one within the Office of Financial Resources Management (within the Bureau of Management Services) due to its high-profile nature.

The key mandate of the role is to work with the Chief Finance Officer (and the other members of the Office of Financial Resources Management and the OFRM SPU) in its active participation in supporting the ongoing UN Reform



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initiatives & UNDP's representation and participation at different UN fora, including, but not limited to, the High Level Committee on Management (HLCM), Fiduciary Management Oversight Group (FMOG), High Level Committee on Management – Finance and Budget Network (HLCM-FB), IPSAS Accounting Task Force, etc.

The incumbent will support and assist guidance provided on specific substantive policy and procedural issues relating to the UN Reform Agenda (such as IPSAS implementation, Multi-Partner Trust Funds and 'Delivering as One').

Through financial and other appropriate analysis, including of data, the incumbent will also support the SPU in reviewing and proposing new policies, regulations and rules, particularly those relating to the harmonization of UNDP's Financial Regulations and Rules and the finance prescriptive content, as well as provide support to Harmonized Approach to Cash Transfers (HACT) implementation, cost-recovery, the integrated budget, critical mass and structured dialogue. In addition, the incumbent will also support the SPU in the maintenance and development of UNDP's financial and administrative control and coordinate and prepare responses to policy queries from CO and HQ units, as well as provides audit advisory support.

Furthermore the incumbent will support the preparation and implementation of the annual OFRM workplan and support the preparation and coordination of OFRM management reports as well as financial reviews, audit analysis, analysis of Global Staff Survey (GSS) results & actions, and briefings/notes.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	



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Corporate Competencies

- Demonstrates commitment to UNDP's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Strong financial analytical skills

Strong analytical skills and sound judgment as well as strong IT skills

Excellent communication and good IT skills

Display integrity in the conduction of its work

Have a basic understanding of ERP systems

Ability to prepare and present oral and written reports, presentations, and recommendations.

Consistently approaches work with energy and a positive, constructive attitude

Demonstrates openness to change and ability to manage complexity

Has ability to manage multiple projects simultaneously, prioritize issues and handle potentially stressful situations

V. Recruitment Qualifications

Education:	<ul style="list-style-type: none">• Master's degree in Business, Public Administration, Finance/Accounting, Economics or related field.
Experience:	<ul style="list-style-type: none">• Minimum two years of relevant working experience in accounting and/or finance.• Working knowledge of the finance and accounting policies of UNDP is a plus.• JPOs with one to two years of experience in financial policy and procedures together with an understanding of the UN environment are preferred.• Experience in the use of computers and office software packages (MS Office) and advanced knowledge of spreadsheet and database packages.• Experience with ERP financial systems (preferably PeopleSoft)
Language Requirements:	<ul style="list-style-type: none">• Proficiency in English; fluency in other UN languages would be highly desirable.

VI. Training and Learning

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](#)

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office:



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VII. Background Information

Information on the receiving office:

(Provide basic information on the office: number of international/national staff in the whole office and in the unit where the JPO will be working, etc. Give a short background of the programme/projects the JPO will be working on: history, recent and upcoming developments.)

Strategy and Policy Unit

- Overall leadership, coordination, strategic planning advice and support for the management of financial resources
- efficient and effective communication, quality-assurance and coordination in relation to OFRM clients and external parties
- advises on FRRs, ICF as well as financial policy and exceptions criteria

consults on, coordinates and consolidates special and complex initiatives that underpin UNDP’s corporate financial strategies and financial risk management

Personnel:

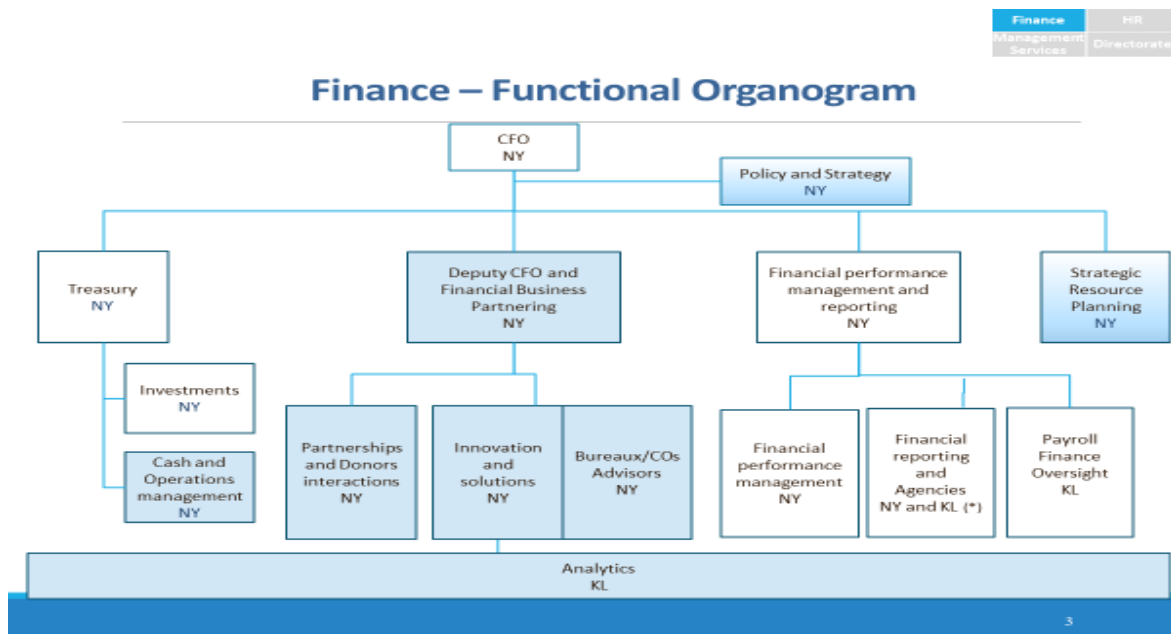
OFRM’s total staffing complement is 69 (plus 1 JPO) as follows:

New York: 54 (plus 1 JPO)

Kula Lumpur: 15 (3 international staff)

Total: 69

Organization chart:





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Approved by:

Name of the Head of Office: Darshak Shah

**Title of the Head of Office: Deputy Assistant Administrator,
Deputy Director, Bureau for Management Services
Chief Finance Officer, UNDP**

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