



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

I. Position Information

JPO functional title: <input type="text" value="Regional Analyst, SDGs and Partnership Development"/> Main sector of assignment: Strategic partnerships and resource mobilisation Detailed sector of assignment: Advocacy and Partnership Development in the Arab Region Agency: UNDP Department: RBAS Reports to: Partnership Development Advisor Position Status: Non-rotational Job Family:	Grade Level: (P2) Country and Duty Station: New York, USA Duty Station status: (Family (staff member and eligible family members)/ Duration and Type of Assignment: More than a year; Fixed Term Appointment
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II. Job Purpose and Organizational Context

The incumbent will be part of UNDP RBAS HQ team and will work with the Partnerships Unit as well as the RBAS Strategic Planning Adviser who is part of the Country Support and Oversight Division.

The Partnerships Unit is part of RBAS' directorate and its role is to leverage RBAS Development Impact through building & maintaining Strategic Partnerships.

In particular this includes facilitation of High level Strategic Dialogue, Advocacy, Strategic Advice to RBAS Leadership; Partnership Development; Capacity Development and Knowledge Management within RBAS (COs, Hubs, RBAS HQ) and Ensuring of Partnerships Results through results based management and reporting.

The Regional Bureau for Arab States (RBAS) COD provides support to RBAS country offices. It's tasks include among others support to COs in their role of promoting and advancing the Sustainable Development Goals in the Arab region with strong emphasis placed on addressing the main impediments to human development as identified by the Arab Human Development Report series, namely freedom and good governance, knowledge, and women's empowerment.

It implements development programmes in 17 Arab countries and the occupied Palestinian territory, ensuring quality programming, results-based management and effective resource mobilization strategies.

III. Supervision

Name of Supervisor: Susanne K. Siao



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

Title of Supervisor: Partnerships Development Adviser

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

In addition, the following specific supervision arrangements will apply:

- Regular interactions with 18 UNDP Country Offices in the Arab Region
- Regular exposure to current policy discussions at the UN/DP HQ level
- The JPO will work with the Partnerships Unit on follow-up to the RBAS partnerships and resource mobilization strategy.
- The JPO will work with the Country Support and Oversight Division on roll out and implementation of SDG initiatives

IV. Duties and Responsibilities and Output expectations

In this section list the primary responsibilities of the position. Tip: Focus on what the job entails now how to do the job. *(Present the main tasks specific to this assignment and output expectations during the first and second year of assignment. Include percentages for each duty.)*

Partnerships, advocacy and Quality Assurance

- Contribute to the follow-up and implementation of the Partnerships Strategy through monitoring and analyzing partnership trends in the region.
- Review and analyze donor reports to compile key results and achievements as well as identify risks and issues related to partnership development in the Arab region.
- Coordinate with the RBAS Country Operations Division and follow up with other relevant HQ units as well as UN agency partners to assist with requests from COs related to partnerships development.
- Develop and maintain the partnership data base for RBAS and provide input and maintenance to the RBAS intranet partnership pages
- Contribute to the development of communication materials for high-level advocacy and create visual marketing tools (i.e. info graphics, presentation decks)
- Accompany on visits to partners and donors



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- Perform other duties as related or assigned.

Sustainable Development Goals (SDGs)

- Work closely with the Regional Strategic Planning Adviser on providing support on SDGs related initiatives
- Review and analyze CO and regional level planning and reporting data and prepare trend analysis within priority areas under the overall framework of the SDGs
- Track planned SDG initiatives in the CO and regional IWPs and prepare consolidated updates based on reporting within the system
- Contribute to the development of communications and outreach material in relation to RBAS SDG initiatives
- Perform other duties as related and assigned

V. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list all 5 core competencies as well as the most relevant technical/function competencies the role will require along with the appropriate level. Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role.	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Leadership <i>Ability to persuade others to follow</i>	Level 2: Execute & Learn (Perform defined tasks)
People Management <i>Ability to improve performance and satisfaction</i>	Level 2: Execute & Learn (Perform defined tasks)
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Delivery <i>Ability to get things done</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Technical/Functional	
Secondary	
Knowledge Management <i>Ability to proactively seek and efficiently handle and share information and knowledge</i>	Level 2: Execute & Learn (Perform defined tasks)
Monitoring and Evaluation (M&E) <i>Knowledge of M&E principles and policies and the ability to apply in strategic and/or practical situations.</i>	Level 2: Execute & Learn (Perform defined tasks)
Operational effectiveness	Level 2: Execute & Learn (Perform defined tasks)



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Ability to support operational effectiveness in the delivery of programme and projects.

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent Advanced Degree in a related field of expertise
Qualifications and Experience:	<ol style="list-style-type: none">1. A minimum of two years of paid working experience in a relevant field of expertise;2. Knowledge of development contexts preferably in the Arab States Region is an asset;3. Proven partnership and communications skills with a variety of different audiences.4. Understanding of global development and Agenda 2030/ SDGs and familiarity with UNDP's mandate5. Strong creative thinking capability to develop engagement strategies6. Excellent oral and written communication skills.7. Ability to work as part of a team in a multicultural environment8. Detail orientation and strategic point of view.9. Exceptional strategic thinking and problem solving skills.10. Strong organizational skills and discipline in stewarding donor information and database records.11. Adherence to the highest ethical standards
Language Requirements:	<ul style="list-style-type: none">• Working knowledge of English• Knowledge of Arabic and/or French is an asset
Other desirable education, languages and work experience:	<p>Describe any additional qualifications:</p> <ul style="list-style-type: none">• Required computer skills in a standardized language• Any required certifications• Any required training

VII. 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 training and learning modalities/opportunities in the receiving office.

VIII. 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.)



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The Regional Bureau for Arab States (RBAS) based in New York serves as the headquarters for UNDP regional programmes and country offices in 17 Arab countries, with the 18th located in the occupied Palestinian territory. The Bureau is headed by Dr. Mourad Wahba, United Nations Assistant Secretary General and UNDP Assistant Administrator and Regional Director.

We help countries across the Arab region to build and share their own solutions to development challenges within UNDP's Three main focus areas: Sustainable development, Democratic governance and peace building, Climate and disaster resilience

UNDP's work in the region also emphasizes the priority concerns of HIV/AIDS, gender equality, and the protection of human rights, as well as water governance, climate change and fighting corruption, while addressing as well the human development deficits identified by the series of the Arab Human Development Report — in knowledge, freedom, and women's empowerment.

Organization chart: Attach an up-to-date **organization chart** of the office and indicate where the JPO would be assigned.

Living conditions at the Duty Station:

Smoking/Non-Smoking environment (as applicable): Non-Smoking environment

Approved by:

Name of the Deputy Head of Office: Sophie de Caen

Title of the Head of Office: Deputy Regional Director

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