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: JPO Disaster Risk Reduction and Recovery	**Grade Level: P2**
Main sector of assignment: Crisis prevention, humanitarian relief and recovery	**Country and Duty Station: MALAWI**
Detailed sector of assignment: Programme	**Duty Station status**: Family (staff member and eligible family members)
Agency: UNDP	**Duration and Type of Assignment**: One year, with the possibility of extension
Department: **RBA**	
Reports to: **Portfolio Manager – Resilience and Sustainable Growth;**	
Position Status: Non-rotational	
Job Family:	

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.

Organisational Context:
The devastating Cyclone Idai that hit South-eastern Africa including Malawi included, affected 15 out of 28 districts in Malawi, and two urban councils with over 860,000 people affected, 60 people killed, 672 injured and over 87,000 displaced. In the social sector, the housing subsector experienced the greatest damage, with 288,371 houses being partially or destroyed. The series of weather-related crises has undermined the efforts of recovery and the affected districts have suffered from cumulative impacts of connected crises, which has necessitated the need for additional support to build back better. In response to the urgent need for resilient recovery in Malawi, United Nations Development Programme (UNDP) and its development partners are supporting the implementation of community-led recovery intiatives such as flood control, climate-resilient housing, rehabilitation of damaged infrastructure, and strengthening of early warning systems.

UNDP's recovery programmes are implemented across flood-affected districts, with a focus on Balaka, Chikwawa, Zomba, Phalombe, and Mangochi.   To support implement of recovery programmes, the services of a Junior Professional Officer are being sought to accelerate delivery.

Job Purpose:
The Junior Professional Officer will support ongoing Disaster Risk and Recovery projects through planning and delivery of activities.

Reporting structure and partners
The JPO will report to the UNDP Portfolio Manager, Resilience and Inclusive Growth, and engage a wide range of partners such as: the Department of Disaster Management Affairs, Ministry of Local Government and Rural Development, sector ministries (e.g., agriculture, irrigation, forestry, water resources), and select district administrations.

III. Supervision

Name of Supervisor: **Andrew Spezowka**

Title of Supervisor: **Portfolio Manager, Resilience and Inclusive Growth**

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

Under the supervision of the Portfolio Manager for Resilience and Inclusive Growth, and working closely with the Programme Analysts for Climate Change and Disaster Risk Reduction, the Junior Professional Officer will support the delivery of flood recovery projects. The JPO's prime responsibility is to provide technical, operational and administrative support to ensure UNDP delivers the results specified in project documents, to the required standard of quality and within the specified constraints of time and cost. S/he will undertake the following specific functions:

a) Support effective and efficient operation and delivery of recovery interventions through day-to-day oversight, technical inputs, and coordination of programme and project activities.

b) Support public outreach, social marketing tools, communications and capturing of good practices on disaster recovery, supporting a learning environment aligned to continuous improvement in how UNDP supports the continuum of disaster response, recovery and resilience building.

c) Applied research on Malawi's multi-dimensional risks and hazards, shocks and stresses, and identification of opportunities to improve the robustness of Malawi's national prevention, preparedness, response, recovery and resilience systems.

d) Manage the process of collecting and sharing lessons learned to build knowledge and capacity of partners and stakeholders.

e) Support national and district partners in their delivery of risk reduction, recovery and resilience interventions, with a focus on community-based interventions such as early warning systems, need assessments, information management, and climate resilient infrastructure that cuts across nature-based and traditional engineered solutions.

f) Support recruitment and supervision of national technical experts as required for timely implementation of programmes.

g) Seek and identify partnership and funding opportunities; and oversee the preparation of funding proposals, donor briefings and presentations in support of resource mobilization efforts.

h) Support the CO to mobilize, foster and strengthen strategic partnerships with UN entities and other relevant bodies;

i) Foster and enhance collaboration with UN partner agencies. IFIs and RFIs for an effective implementation of response, recovery and resilience programming.

j) Preparation of quarterly and annual results-based work plans in line with indicators and targets specified in the logical framework endorsed by UNDP management and its partners, as well as coordinate inputs into all project reports as required.

k) Support the Project Board Executive in organizing the Project Board, reporting to the Board and providing feedback on project strategies, activities, progress, and challenges.

l) Develop and maintain close linkages with relevant sectoral government agencies, UNDP, NGOs, civil society, international organizations and implementing partners of the project, and engage them during dissemination of results and learning from project

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 *Ability to make new and useful ideas work*	Level 4: Adept with complex concepts and challenges convention purposefully

Leadership *Ability to persuade others to follow*	Level 4: Generates commitment, excitement and excellence in others
People Management *Ability to improve performance and satisfaction*	Level 4: Models independent thinking and action
Communication *Ability to listen, adapt, persuade and transform*	Level 4: Synthesizes information to communicate independent analysis
Delivery *Ability to get things done while exercising good judgement*	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	- Managing the project: documents, correspondence and reports, implementing partners and stakeholders, - Managing information and work flow, - Planning, organizing and multitasking, - Financial planning and budgeting

Competency: Integrity	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
Competency: Achieving Results	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
Competency: Innovation	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Competency: Working in Teams	Level 2: Execute & Learn: Performs defined tasks efficiently and deepens knowledge of area of work
Competency: Communication	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work

V. Recruitment Qualifications	
Education:	• A minimum of Masters' degree in disaster risk management, engineering, geography, climate change, and/or related fields
Experience:	• At least two (2) years of demonstrated experience in disaster risk management, engineering, international development, climate change, and/or related field. • Good organizational, time management and facilitation skills; • Experience in working with various stakeholders e.g. government institutions, civil society organizations, and local communities; • Experience in implementing disaster risk reduction, preparedness, recovery and/or resilience programmes; • Strong analytical and report-writing skills.
Language Requirements:	Fluency in English
Other desirable education, languages and work experience:	

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

VII. Background Information

Information on the receiving office:

Malawi is a small but beautiful, landlocked, tropical country located in East Central Africa. It is nearly 900 km in length and 80 to 160 km in width, with a land area of nearly 120,000 squares kilometers. It is bordered by Tanzania in the north and northeast, Zambia in the west and Mozambique in the southeast and southwest.

The Rift Valley is the Malawi's most striking geographical feature comprising mountain ranges, high plateaus, plains, valleys, lakes and rivers. It runs the entire length of the country from Lake Malawi in the northern and central regions, to the Shire Valley in the southern region. Lake Malawi, a fresh water lake is another prominent feature. It takes up 20 percent of the country's surface area and it is Africa's third and the world's ninth largest lake. The country has a diverse array of flora and fauna including of a variety of woodlands, tropical rain forests, open savannah, high altitude grasslands and plateaus.

The United Nations System in Malawi comprises of nine organizations: UNDP, FAO, UNFPA, UNHCR, UNICEF, WFP, WHO, UNAIDS and UN Women. The UN affiliated organisations, the World Bank (WB) and International Monetary Fund (IMF) are also resident in Malawi. Non-resident agencies including UN Habitat, UNCDF and UNV are represented by the UNDP Resident Representative. Other non-resident agencies with projects activities include: ILO, IFAD, UNESCO, UNOCHA, UNIDO, UNOPS, UNEP, UNODC, IOM, and IAEA. For more information, visit www.mw.one.un.org.

The UN has had a working relationship with the Government of Malawi for about 40 years. In these years, the UN has established a track record of impartiality and support for country ownership of development strategy and policy.

All UN activities in the country are led and coordinated by the UN Country Team (UNCT). UNCT Malawi comprises the heads of all resident UN funds, programmes and specialised agencies. Each UNCT agency is responsible for responding to the national development plans, as formulated by the government, to guide their own agency programmes within their mandate.

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: The climate in Malawi is largely categorized as tropical with three distinct seasons: the cold-dry season between May and September, the hot-dry season in October / November, and the warm-wet season between December and April. Temperatures average between 14 and 32 degrees Celsius but can drop to as low as 5 degrees Celsius during the cold season. Christians make up 83 percent of the population, the majority of which are Roman Catholics and Presbyterians. Muslims make up 13 percent of the remaining population. Finally, 4 percent belong to other religions including the Hindu, Baha'i, Jewish and Rastafarian faiths, atheists and other traditional African religions. Most people living in remote rural communities have not been very much exposed to other cultures, races and lifestyles. In the city, Malawians often have a broader perspective, but it is still important to be aware of cultural practices that may impact day-to-day interactions**.** Within the southern Africa region, Lilongwe is a safe, clean and liveable city, with generally reliable public services (with cases of electricity load shedding), diverse and numerous restaurants, and a range of outdoor recreational opportunities.

Approved by:

Name of the Head of Office: **Shigeki Komatsubara**

Title of the Head of Office: **UNDP Resident Representative**

Date of issuance: **December 2019**

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: SDGs Coordination Officer	**Grade Level:** (P2)
	Country and Duty Station: New Delhi, India
Main sector of assignment: Sustainable human development and SDGs	**Duty Station status**: Family (staff member and eligible family members)
Detailed sector of assignment: Sustainable Development Goals and Partnerships	**Duration and Type of Assignment**: One-year fixed-term appointment, renewable subject to satisfactory performance
Agency: UNDP	
Department: **SDG Coordination**	
Reports to: Resident Representative	
Position Status: Non-rotational	
Job Family: Sustainable development and poverty reduction	

II. Job Purpose and Organizational Context

UNDP in India is committed to support the efforts of the national and state governments towards achieving the national development agenda aligned with the Sustainable Development Goals (SDGs) framework. The central theme of the Government of India – UNDP development cooperation framework 2018-2022 is to facilitate development impact at scale through three programme priority areas namely: a) Inclusive Growth; b) Institutional and systems strengthening for service delivery; and c) Energy, Environment and Resilience. The priority areas are fully aligned with the national SDGs framework integrated with India's development Vision and Strategy for new India @75*.

Recognizing the implementation challenges at the sub-national / State level, a key element of the UNDP engagement in India is to widen and deepen its work at the State level in support of capacity strengthening of the SDGs localization, integration and innovative partnerships. This is keeping in view the federal structure of India where State (and local) governments are key to India's progress on the SDG agenda and play a pivotal role in implementing key flagship development programmes.

India's drastically reduced dependence on foreign aid and its emergence as a major player in shaping global agenda as well as extending support to other developing countries, UNDP's Programme in India provides a shift from funding to financing for development. Increased use of blended financing mechanisms including domestic public and private finances and diversifying partnerships with key development actors is cross cutting in the Programme areas.

Job Purpose:
Under the guidance and direct supervision of the Resident Representative, the SDGs Coordination Officer assisted by the Programme Team Leaders provides management, coordination and partnership development support to the Resident Representative and Deputy Resident Representative in delivering UNDP programmatic work at the national

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and state level. S/he collaborates with the programme teams within the country office, state offices, UNDP's key development partners in the country, and UN agencies to support the representational, advocacy, programme, and partnership commitments of the Resident Representative on the SDGs and national development agenda.

Reporting structure and partners
The SDGs Coordination Officer will report to the Resident Representative and will work in close collaboration with the programme and operations team, state offices, programme staff in UN Agencies in India, UNDP Regional Centre and HQ staff, Government officials, multi-lateral, bi-lateral and other key development partners and organizations in support of successful UNDP programme implementation.

* India will complete 75 years of its independence in 2022.

III. Supervision

Name of Supervisor: **Shoko Noda**

Title of Supervisor: **Resident Representative**

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 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)

III. Duties and Responsibilities and Output expectations

1. SDGs planning and implementation in Programmes
   Support UNDP's positioning as SDGs integrator at the national and state level;
   Support Resident Representative, Deputy Resident Representative and Programme Teams in planning, designing and mainstreaming integrated / multi-sectoral solutions approach to the SDGs in current and future programmes and projects;
   Identify and analyse emerging development priorities and advise on strategic interventions;
   Support integrated programme scoping missions including to the States and document learnings and feedback to inform decision making;
   Support strategic programmatic engagement with key government counterparts at the national and state level;
   Participate in meetings and represent UNDP in various forums as required;
   Contribute to relevant reports, publications, briefing notes and UNDP statements;

2) A**dvocacy, coordination and strategic partnership development**

> Collect, analyse and identify opportunities for collaboration with key development partners / donors, both traditional and non-traditional, in the country and support development of partnerships;
>
> Facilitate regular communication with the donors and support advocacy and outreach efforts as well as follow up on overall visibility of the donors including donor visits to project sites;
>
> Act as focal point for specific donors; Promptly respond to the donors' queries and solicit and consolidate inputs from relevant portfolios;
>
> Support negotiations on co-operation with development partners and financing institutions to identify and mobilize resources for programmes; Actively contribute to the overall office effort in resource mobilization;
>
> Support coordination with Resident Coordinators office and UN agencies in India; Participate in inter agency and donor meetings and represent UNDP in various forums as required;
>
> Support updates and strategic information sharing with UNDP Bangkok Regional Hub and Headquarters; Contribute to substantive preparations (e.g. drafting reports, briefs, speeches) for Resident Representative and Deputy Resident Representative participation at the meetings, workshops, conferences etc;

3) Innovation and knowledge building within the programmes

> Ideate with the Programme teams and Accelerator Lab on ideas and opportunities for the development of new interventions for the Programme;
>
> Support innovative partnerships across programme portfolio;
>
> Contribute to SDGs learning and building knowledge on integrated approaches to the SDGs;
>
> Contribute to showcasing of the strategic programme interventions at regional and international fora;
>
> Contribute to knowledge networks and communities of practice showcasing UNDP India work.

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 *Ability to make new and useful ideas work*	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership *Ability to persuade others to follow*	Level 4: Generates commitment, excitement and excellence in others
People Management *Ability to improve performance and satisfaction*	Level 4: Models independent thinking and action
Communication *Ability to listen, adapt, persuade and transform*	Level 4: Synthesizes information to communicate independent analysis
Delivery *Ability to get things done while exercising good judgement*	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	

Competency Name **Knowledge management** Ability to efficiently handle and share information and knowledge	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Competency Name **Development effectiveness** Knowledge of technical and programmatic support functions to facilitate work of the country office	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Competency Name **Sustainable development** Knowledge of SDGs and the ability to apply to strategic and/or practical situations	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
Competency Name **Coordination and Partnerships** Ability to engage with other agencies, donors and other development stakeholders and forge productive working relationships**.**	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Trends and emerging areas Analytics Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

V. Recruitment Qualifications	
Education:	Master's Degree or equivalent Advanced Degree in public policy, public administration, social sciences, development studies, economics or a related area
Experience:	1. A minimum of two years of professional work experience in sustainable development issues in different development contexts. Work experience in developing countries preferably in the Asia-Pacific region would be an asset. 2. Good knowledge on SDGs and sustainable development agenda esp in developing and Middle-Income Country context. 3. Team player and ability to work within tight deadlines and under pressure.
Language Requirements:	Fluency in English, both written and oral Any other UN language
Other desirable education, languages and work experience:	Computer skills in word, excel and power point presentations.

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: **all mandatory courses as per UNDP Training and Development Unit requirements**

VII. Background Information (HR to provide at the end of this section- *number of international/national staff in the whole office and in the unit where the JPO will be working, etc.*

Information on the receiving office:

UNDP has worked in India since 1951 in almost all areas of human development aligned with the national development priorities and UN India Sustainable Development Framework. Over the years, UNDP has been central to some of India's most important development initiatives, including establishing key national institutions, such as the Indian Institute of Technology, promoting human development through India's first Human Development Report and subsequently sub-national Human Development Reports, strengthening local governance institutions by empowering elected women representatives, supporting recovery and building resilience after natural disasters, supporting climate action, natural resource management, energy efficiency etc; giving voice and improving access of vulnerable and marginalized population to service entitlements and delivery; advocating social protection, rights and legislations, entitlements of people affected by HIV, transgender, tribal populations etc; and supporting governments to integrate SDGs in their plans and policies at the sub-national level.

The Government of India has shown a strong commitment to the 2030 Agenda and began the nationalization and localization of the Sustainable Development Goals (SDGs) from early 2016. The Indian Prime Minister's call for '*Sabka Saath, Sabka Vikas, Sabka Vishwas*' (Collective Effort, Inclusive Growth, Trust of Everyone) resonates with the key principle of leaving no one behind. The Prime Minister has announced his vision for a New India by 2022, that is free of casteism and communalism, and clean and healthy, and focused on inclusion and greater opportunities for women and youth. The National Institution for Transforming India (NITI Aayog), has been entrusted with the responsibility of coordinating a 'whole of government' approach on the SDGs with ministries and states. In the framework of cooperative and competitive federalism, the localization of SDGs assumes central importance. Four years after the adoption of the SDGs, NITI Aayog in August 2019 with support from the UN India released its first report on early lessons from localizing the SDGs in India which serves as an advocacy tool for states to share experiences with each other and the outside world.

With over 40 projects currently on the ground and project interventions in almost every state and partnerships with 10 central ministries, UNDP India works to achieve the Sustainable Development Goals through 3 key priority areas in the ongoing country programme 2018-2022:

a) Institutional and Systems Strengthening for Service Delivery. This focus area corresponds to the need for 'growth enablers' expressed in the national agenda through e-governance, systems strengthening, technological innovations, and citizen centric service delivery;

b) Inclusive Growth: This focus areas contributes to the 'Sabka Saath, Sabka Vikas' (collective efforts, inclusive growth) agenda of the government through innovations, entrepreneurship, skills building and creating well-paid jobs;

c) Energy, Environment and Resilience: This focus areas contributes to the national agenda on sustainability of the environment and forests, climate change and resilience, biodiversity and sustainable management of natural resources; energy efficiency; circular economy through industrial and waste management and recycling.

The integrated development solutions, scalability and impact are inherent to the three priority areas as above. UNDP India programme's focus on cross-cutting partnerships and blended financing frameworks is aimed to achieve a strategic shift from funding to financing and to create new partnerships for channeling resources to support the SDGs achievement in the country. Leveraging UNDP's global expertise and presence, the South-South and regional cooperation is another cross-cutting area in the programme priorities.

Organization chart: Attach an up-to-date **organization chart** of the office and indicate where the JPO would be assigned. (Updated Org Chart attached)

The JPO will be based in Delhi Office.

Living conditions at the Duty Station: New Delhi, Capital of India is a "family duty station". The city has a hot and dry climate for most of the season. The average temperature of New Delhi during summer ranges from 25º C to 46º C. May and June are considered to be the hottest months of the year. The monsoon lasts from July to September when there is a humid spell. October witnesses the end of the monsoon but is reasonably pleasant. Winter season in New-Delhi is short, starts from the end of November and continues till February-March.

Delhi has a unique culture where people from all over the country have come and settled. It is multi-linguistic and multi-cultural. The culture of Delhi represents the culture of all the states of India in parts; it is the reflection of the culture of India, as a whole. The city does have a history of its own which has made some impact on its cultural scenario. Delhi comes as a merger of the modern lifestyles as well as the old traditions and values.
The following vaccinations are recommended by the UN physician:
1. Vaccines required depend on place of travel for Typhoid, Dengue, Hepatitis A, Hepatitis B, Meningitis, Rabies, Japanese Encephalitis B.
2. If arriving from a country that has yellow fever endemic, one should be vaccinated before departure to India.
3. Cholera shot is important, if the staff has to work in disaster areas.

Visa Requirement (Pre-Departure):
The following documents are required for travelling to India by international staff member:
   Valid United Nations Laissez-Passer (UNLP) for at least six months in order to be able to obtain a multiple entry official visa. In case of issuance of a new UNLP, please get in touch with your HR focal point.
   Valid National Passport- It is mandatory to carry national passport along with UNLP.
   Multiple Entry Official Visa (Staff should not travel on Tourist Visa)
   It is the responsibility of the staff member to keep a track of the expiry date of the UNLP, National Passport and the visa.

 The National Currency is Indian Rupees (INR). Major credit/debit cards are accepted by many establishments, including hotels, restaurants, petrol stations, shops and airlines. Banks offer credit/debit card facilities.

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

Approved by:

Name of the Head of Office: Shoko Noda

Title of the Head of Office: Resident Representative, UNDP India

Date of issuance: 28 November 2019

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: Programme Analyst	**Grade Level:** (P2)
Main sector of assignment: Business and administrative management	**Country and Duty Station:** New York, USA
Detailed sector of assignment: Office of Financial Resources Management (OFRM)	**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: Chief Finance Officer, 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 above-mentioned framework addresses strategically critical financial and administrative resource planning and management issues, amongst others: results based budgeting; the integration of the Programming Arrangements and the Institutional Budget within the context of the Integrated Budget; the annual allocation of the Institutional Budget and related support on General Management Services and Direct Project Costs to projects; enhanced cost classification and cost recovery; capital budgeting; adherence to IPSAS; foreign exchange and

investment activities; KPIs, Dashboards, 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; and
- Promoting clear accountability for financial transactions and producing financial statements, including financial reporting to donors and the UNDP Executive Board.

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

IV. 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 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 UN Development System Reform and other internal reform initiatives).

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 OFRM-led initiatives, including, but not limited to, Harmonized Approach to Cash Transfers (HACT) implementation, cost-recovery, the Integrated Budget, and implementation of the full costing and budgeting. 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.

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** 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 *Ability to make new and useful ideas work*	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership *Ability to persuade others to follow*	Level 4: Generates commitment, excitement and excellence in others
People Management *Ability to improve performance and satisfaction*	Level 4: Models independent thinking and action
Communication *Ability to listen, adapt, persuade and transform*	Level 4: Synthesizes information to communicate independent analysis
Delivery *Ability to get things done while exercising good judgement*	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	

3

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

VI. Recruitment Qualifications

Education:	• Master's degree in Business, Public Administration, Finance/Accounting, Economics or related field.
Experience:	• 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:	• Proficiency in English; fluency in other UN languages would be highly desirable.

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

VIII. Background Information

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

Information on the receiving office:

The incumbent will be part of the **Strategy and Policy Unit (SPU)** within OFRM, noting that SPU undertakes the following functions:

- 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 Financial Rules and Regulations, Internal Control Framework as well as financial policy and exceptions criteria; and
- 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 (both in New York and Kuala Lumpur) as follows, noting that JPO posts are additional to the 69 posts in OFRM's organogram.
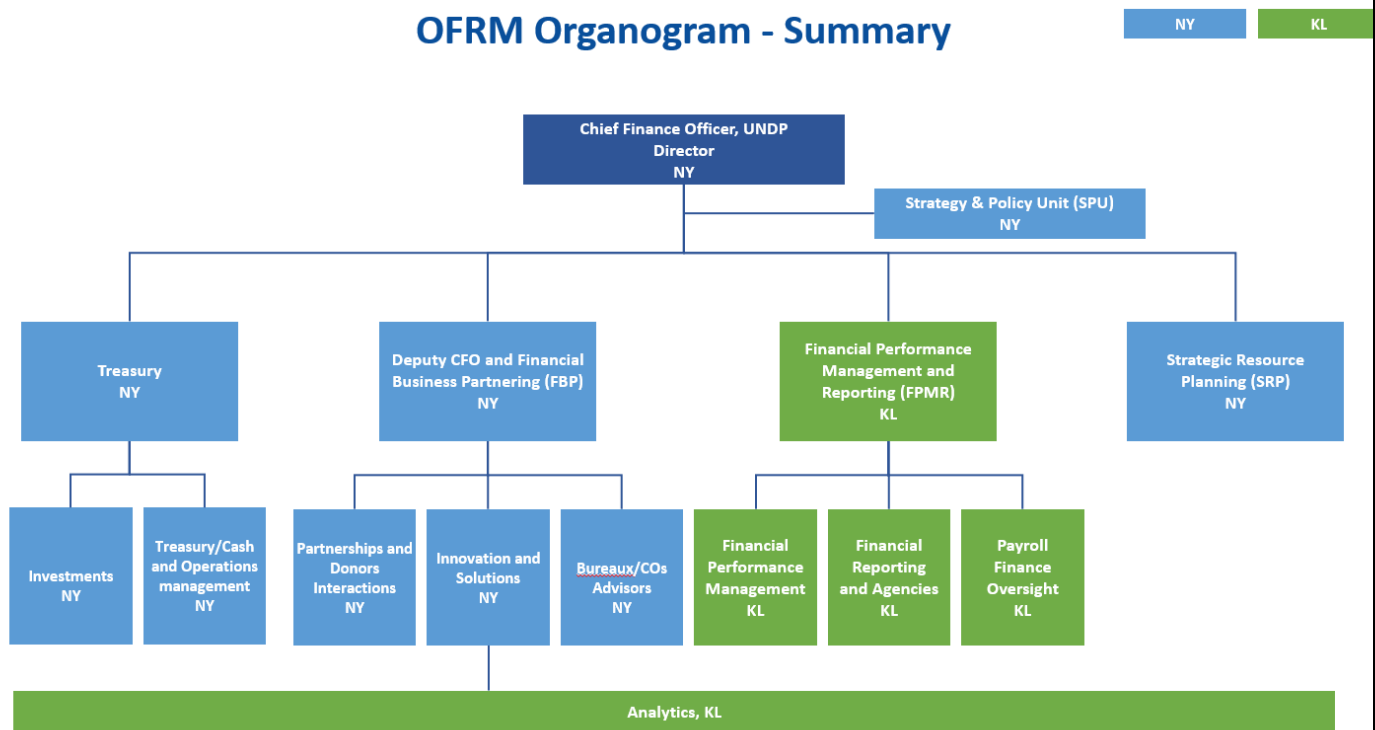
New York: 43 (plus 2 JPOs)
Kuala Lumpur: 26 (9 international staff)
_____
Total: 69 excluding JPOs

Organization chart:

OFRM Organogram - Summary

NY   KL

Chief Finance Officer, UNDP
Director
NY

Strategy & Policy Unit (SPU)
NY

Treasury NY	Deputy CFO and Financial Business Partnering (FBP) NY	Financial Performance Management and Reporting (FPMR) KL	Strategic Resource Planning (SRP) NY

Investments NY	Treasury/Cash and Operations management NY	Partnerships and Donors Interactions NY	Innovation and Solutions NY	Bureaux/COs Advisors NY	Financial Performance Management KL	Financial Reporting and Agencies KL	Payroll Finance Oversight KL

Analytics, KL

Approved by:

Name of the Head of Office: Darshak Shah

Title of the Head of Office: Chief Finance Officer, UNDP

Date of issuance: 11 December 2019

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: Sustainable Procurement Analyst	**Grade Level:** (P2)
Main sector of assignment: Sustainable human development and SDGs	**Country and Duty Station:** UNDP HQ - NY
Detailed sector of assignment: Procurement Policy and Capacity Building	**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: Procurement Services Unit (PSU)	
Reports to: Head of PSU Policy Team, New York	
Position Status: Non-rotational	

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 Procurement Services Unit (PSU) is part of the Bureau Management Services (BMS) in UNDP, providing vital management support in areas such as administrative services, budget and finance, human resources, information and communications technology, legal issues, procurement, safety and security, administration of multi-donor trust funds, change management, and crosscutting business solutions. Procurement is a fundamental component of UNDPs activities, accounting for nearly 70 percent of UNDP programme delivery.

The Procurement Services Unit (PSU) is responsible for managing the procurement function with the mandate, among others, to cover development and updating of procurement policy, providing procurement advisory and operational support to country offices and professionalization of the procurement function. Its objectives are to support programme delivery in line with UNDP's Strategic Plan, ensure that the procurement practices reflect best practices in public procurement and to ensure that procurement in UNDP is conducted in accordance with rules and regulations, the accountability framework, all with a view to ensure appropriate risk management for UNDP.

Developing sustainable public procurement capacities among partner governments is a vital step in creating the conditions under which the Sustainable Development Goals (SDGs) are likely to be achieved. Examination of the issues

of sustainable public procurement, particularly by UNDP in recent years, has consistently shown that sustainable and successful environmental, social and economic development – and thus the achievement of the SDGs – depend on effective capacity development, supporting policies and efficient enabling frameworks, which in turn depends on ownership and finding locally appropriate solutions. Since procurement is an integral part of good governance, developing sustainable public procurement capacities and systems are key success parameters to achieve the SDGs for *"Sustainable Industry, Innovation and Infrastructures"* (Goal 9), *"Responsible Production and Consumption"* (Goal 12), and *"Building Effective and Accountable Sustainable Institutions"* (Goal 16).

On this background, the PSU team is developing a comprehensive responsible sourcing strategy for the global procurement function, and corresponding training programmes for sustainable pubic procurement, aligned with the collective UN efforts on the 2030 SDG Agenda, in particular SDG Goal 12: Ensuring sustainable consumption and production patterns, and Target 8.7: Immediate and effective measures to eradicate forced labor, end modern slavery and human trafficking. The aim is not only to ensure that UNDP is in the forefront of sustainable procurement, but also to help transform partner governments, facilitating their development of sustainable procurement capacities within national procurement systems. Which in turn will facilitate increased reliance on national systems by donors and others.

Reporting structure and partners: The Procurement Services Unit is a global team and based in UNDP/HQ New York, Copenhagen/Denmark and in Cyberjaya/Malaysia, with additional Regional Procurement Advisors located in each Bureau Hub (Panama, Addis Ababa, Amman, Istanbul and Bangkok). The policy team in New York (HQ) provides overall direction and guidance to UNDP on procurement activities, and is primarily responsible for UNDP procurement policy, processes and systems. The Global Procurement Unit (GPU), based in Copenhagen, provides direct procurement services for the Global Fund, crisis prevention and recovery support, procurement support to elections programmes, and hosts the PSU Global QAP Training team. The PSU team in Cyberjaya/Malaysia, provides transactional support to global operations and manages global LTAs through an emerging eProcurement platform.

Under the primary supervision of the Head of Policy Team in New York, the Sustainable Procurement Analyst will support i) the development of sustainable public procurement (SPP) procurement policies and procedures, ii) development of sustainable procurement training programmes together with the PSU Global QAP Training team, that will enable UNDP and Governments to buy for a better and more sustainable world. The Sustainable Procurement Analyst will work in close cooperation with procurement experts across the PSU teams (CPU, GPU and KL), as the policies, templates and training products are piloted. The Sustainable Procurement Analyst will further work closely with sustainability experts within UNDP (BPPS and Regional Bureaus), the UN system, Governments and the private sector.

III. Supervision

Name of Direct Supervisor: Adenike Akoh

Title of Supervisor: Procurement Specialist, Strategy and Policy, HQ/BMS/PSU

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

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.)*

1. **Provide analytical inputs to UNDP HQ and counterparts in applying sustainable public procurement capacity development tools, methods and approaches with the following key responsibilities**:
   - Collaborate with different counterparts within UNDP HQ in developing a strategy for sustainable public procurement as part of strategic programming at the country level;
   - Develop and promote sustainable public procurement tools, methods and approaches through presentations, training programs and consultations;
   - Assist key stakeholders with the development and integration of sustainable public procurement strategies into all relevant projects and programs;
   - Conduct sustainable procurement capacity assessments and develop customized programs and training interventions specific to the needs of programming in the country context.

2. **Roll-out and scale up sustainable procurement capacity development tools, strategies and approaches relevant to the priority needs of partner countries with the following key responsibilities**;
   - Research and develop sustainability diagnostics, tools and approaches for sustainable procurement capacity development, including training modules and policies on sustainable public procurement, private sector development/engagement, accountability, transparency, and anti-corruption;
   - Support pilot testing of new capacity development methodologies and following a peer review process, roll-out new tools, policies and approaches for sustainable public procurement.

3. Delivery of sustainable procurement training/learning programmes with the following key responsibilities:
   - Develop training/learning initiatives in line with the strategy for sustainable public procurement;
   - Support the development of training materials, publications and e-learning programmes;
   - Develop and maintain relations with selected capacity development providers and sustainability expert institutions;

4. Manage sustainable procurement quality assurance programme with the following key responsibilities:
   - Synthesize and report on lessons learned from programme implementation experiences and outcomes, and ensure these are integrated into a toolbox of best practices;
   - Assess and develop operational key performance indicators for sustainable procurement, and develop a matrix for continuous performance and quality measurement
   - Actively participate in the UNDP sustainable procurement network and relevant communities of practice

5. Facilitate knowledge sharing and exchange of best practices with UNDP Country Offices, UN agencies and public institutions
   - Participate in relevant workshops, conduct training programmes and conferences
   - Establish a community of sustainable procurement practices with relevant counterparts

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 *Ability to make new and useful ideas work*	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership *Ability to persuade others to follow*	Level 4: Generates commitment, excitement and excellence in others
People Management *Ability to improve performance and satisfaction*	Level 4: Models independent thinking and action
Communication *Ability to listen, adapt, persuade and transform*	Level 4: Synthesizes information to communicate independent analysis
Delivery *Ability to get things done while exercising good judgement*	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information. (P2 positions usually require level 4 competency.)
Building Strategic Partnerships	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Establish effective client relationships	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
Promoting accountability and result based management	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
Job knowledge and technical skills	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Competency Name *Competency Definition*	Choose an item
Competency Name *Competency Definition*	Choose an item
Competency Name *Competency Definition*	Choose an item
Competency Name *Competency Definition*	Choose an item

V. Recruitment Qualifications	
Education:	Master's Degree or equivalent Advanced Degree in a related field of expertise
Experience:	1. A minimum of two years of paid working experience in a relevant field 2. Experience with sustainable procurement within national or international organisations
Language Requirements:	• Working knowledge of English • Working knowledge of French is desirable
Other desirable education, languages and work experience:	Basic understanding / prior exposure to work within an international organization will be considered an asset. Previous exposure to work in developing countries will also be considered an asset. Certifications and recognized training in public procurement is an advantage

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: **CIPS Procurement Certification Courses**

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.)

Please see PSU Org Chart & Sustainable Procurement Note

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

Approved by:

Name of the Head of Office: Carsten Hansen

Title of the Head of Office: Chief, Procurement Services Unit (PSU)

Date of issuance: 06 January 2020

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: Programme Analyst	**Grade Level:** (P2)
Main sector of assignment: Strategic partnerships and resource mobilisation	**Country and Duty Station:** New York
Detailed sector of assignment: SDGs	**Duty Station status**: Family (staff member and eligible family members)
Agency: UNDP	
Department: RBAS	**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
Reports to: Partnerships Development Specialist	
Position Status: Rotational	
Job Family: Resource Mobilization and Partnership Building	

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 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.

Reporting structure and partners

Under the overall guidance of the Partnerships Senior Advisor and the direct supervision of the Partnerships Development Specialist, the programme analyst provides substantive support to strategic planning process and activities in close collaboration with other central Bureax in producing successful results.

III. Supervision

Name of Supervisor: **Alessandro Mrakic**

Title of Supervisor: **Partnerships Development Specialist**

Content and methodology of supervision:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities: 1. Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO 2. Establishment of a work plan, with clear key results 3. Effective supervision through knowledge sharing and performance/development feedback throughout the assignment 4. Easy access to the supervisor 5. Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness 6. Guidance and advice in relation to learning and training opportunities within the field of expertise 7. Completion of the yearly UNDP Performance Management Document (PMD) 8. 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

III. 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.)*

1) 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.

2) Provides substantive support to the promotion of SDGs in coordination with relevant Units by achieving the following:

- Provide support to the promotion of SDGs including the production and dissemination of promotional materials and makes presentations internationally

- Provide substantive support to the development of strategic partnerships with ODA agencies as well as any other relevant organizations

- Keep abreast of global developments of the SDGs, including SDG Action Campaign, UNDP Accelerator Labs and SDG Impact, and to provide relevant and timely knowledge services to COs

4) Contributes to knowledge management and capacity building in UNDP RBAS by achieving the following:

- Promotes knowledge sharing and strengthens office capacity of providing knowledge services

- Documents lessons learned and shares these through knowledge networks

• Organizes training activities on strategic topics for staff and partners as required	

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 *Ability to make new and useful ideas work*	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership *Ability to persuade others to follow*	Level 4: Generates commitment, excitement and excellence in others
People Management *Ability to improve performance and satisfaction*	Level 4: Models independent thinking and action
Communication *Ability to listen, adapt, persuade and transform*	Level 4: Synthesizes information to communicate independent analysis
Delivery *Ability to get things done while exercising good judgement*	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information. (P2 positions usually require level 4 competency.)
Briefing/Internal communications *Ability to prepare quality briefs and/or speeches*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Management *Ability to capture, develop, share and effectively use information and knowledge*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Partnerships *Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Report Writing *Ability to prepare quality reports*	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Representation *Ability to productively share UNDP knowledge and activities*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Curation *Ability to turn raw information into useful knowledge, relevant for context, or responsive to stated need*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Competency Name	Choose an item

Competency Definition	
Competency Name *Competency Definition*	Choose an item

V. Recruitment Qualifications

Education:	Master's Degree or equivalent Advanced Degree in a related field of expertise
Experience:	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 mandate 5. Strong creative thinking capability to develop engagement strategies 6. Excellent oral and written communication skills 7. Ability to work as part of a team in a multicultural environment 8. 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:	Strong written and spoken skills of English Knowledge of Arabic and/or French is an asset
Other desirable education, languages and work experience:	Describe any additional qualifications: Excellent computer skills and ability to use information technology as a tool and resource

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 <u>online DTTA guide</u>
- Other training and learning opportunities, as presented in the <u>UNDP JPO Orientation Programme</u>

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: Benefit from monitoring and career coaching from Director, UNDP Representations office in Tokyo

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.)

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

Approved by:

Name: **Sarah Poole**

Title of the Head of Office: **Deputy Regional Director, RBAS**

Date of issuance: **03 October 2019**

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: Policy Analyst – Effective Development Cooperation	**Grade Level:** (P2)
Main sector of assignment: Strategic partnerships and resource mobilisation	**Country and Duty Station: USA, New York**
Detailed sector of assignment: Development Effectiveness	**Duty Station status**: Family (staff member and eligible family members)
	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
Agency: UNDP	
Department: BPPS	
Reports to: Global Policy Advisor – Effective Development Cooperation	
Position Status: Non-rotational	
Job Family:	

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:
This post is critical for strengthening UNDP's role as a thought leader on development effectiveness and a partner of choice in supporting multi-stakeholder partnerships for the 2030 Agenda. UNDP supports, as a part of the OECD/UNDP Joint Support Team, the Global Partnership for Effective Development Co-operation (GPEDC). GPEDC is a multi-stakeholder network to advance the effectiveness of development efforts by all actors, to deliver results that are long-lasting, and contribute to the achievement of the Sustainable Development Goals (SDGs). It is led by four high-level Co-Chairs, with an inclusive multi-stakeholder Steering Committee. Its High-Level and Senior-Level Meetings provide a space for political dialogue around the implementation of commitments on effective development cooperation, and an opportunity for deepening engagement with a broad range of development actors in their efforts to maximize impact. UNDP's support draws on its policy and programme expertise for development cooperation management and

coordination and covers policy analysis and advocacy; country-level evidence and data; knowledge generation, curation and sharing, with an aim to inform global policy dialogue on development effectiveness.

This position will support the functioning of the GPEDC, including in the areas of:

1. Policy and Data Analysis on development effectiveness and cooperation
2. Global knowledge sharing and policy dialogue on development effectiveness
3. Support global project management

Reporting structure and partners
This position reports to Global Policy Advisor – Effective Development Cooperation / a Team Leader on UNDP's Joint Support Team of the Global Partnership, under the overall guidance from the Chief, Effectiveness Group, the Bureau for Policy and Programme Support. As an integral part of the OECD/UNDP Joint Support Team, s/he will work closely with UNDP colleagues working both in the Bureau for Policy and Programme Support and the Bureau for External Relations an Advocacy, as well as the team in the OECD-Development Cooperation Directorate that supports the Global Partnerships.

S/he will also work with partners such as the co-chairs of the Global Partnership, multi-stakeholder Steering Committee members, thematic working groups established for the Global Partnership's workstreams (e.g. Private Sector Engagement (PSE), effectiveness impact, data, etc.) and Global Partnership Initiatives (such as GPI on Triangular Cooperation). The position will interact regularly with focal points on development effectiveness across various programme country governments and UNDP Country Offices on relevant thematic policy areas.

III. Supervision

Name of Supervisor: Yuko Suzuki Naab

Title of Supervisor: **Global Policy Advisor – Effective Development Cooperation**

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

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III. Duties and Responsibilities and Output expectations

1) **Policy and Data Analysis on development effectiveness and cooperation (40%)**
   - Perform policy and data analysis on issues relating to international development cooperation, effectiveness and partnerships.
   - Contribute to production of policy briefs and relevant policy documents on effectiveness and impact of international development cooperation, including Official Development Assistance, triangular cooperation, private sector engagement through development cooperation.
   - Contribute to strengthening of the Global Partnership monitoring framework and process, and support preparation of global reports, country profiles, and context-specific profiles.

2) **Global knowledge sharing and policy dialogue on development effectiveness (40%)**
   - Collect, systemise and dissemination of best practices and lessons learnt and contribute to production of knowledge products
   - Support strengthening of the Knowledge Sharing Platform of the Global Partnership and relevant community of practices
   - Identify opportunities and support global peer-learning and sharing, including facilitation of cross-country learning on development effectiveness
   - Support relevant thematic workstreams of the Global Partnership and organisation of High-Level and Senior Level meetings, side events and other relevant international fora.

3) **Support global project management (20%)**
   - Undertake project management related functions, including preparation of programme/project documents, corporate monitoring and reporting, annual project reporting and donor reporting, among others.
   - Support resource mobilisation, including preparation of project proposals.

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 *Ability to make new and useful ideas work*	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership *Ability to persuade others to follow*	Level 4: Generates commitment, excitement and excellence in others
People Management *Ability to improve performance and satisfaction*	Level 4: Models independent thinking and action
Communication *Ability to listen, adapt, persuade and transform*	Level 4: Synthesizes information to communicate independent analysis

Delivery *Ability to get things done while exercising good judgement*	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information. (P2 positions usually require level 4 competency.)
Effective Development Cooperation *Knowledge of development cooperation which can then be carried forward into inclusive, country-led mechanisms for development cooperation at national and regional levels*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Data Analysis and Visualisation *Ability to evaluate, transform and model data to derive relevant findings- undertake & provide analysis of data to assess Org performance and or global trends*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Management *Ability to capture, develop, share and effectively use information and knowledge*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Partnerships *Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships*	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

V. Recruitment Qualifications	
Education:	Master's Degree or equivalent Advanced Degree in international development, public affairs, economics, business administration or other related field
Experience:	1. A minimum of two years of paid working experience in international development 2. On-the-ground work experience in developing countries
Language Requirements:	• Fluency in English • Knowledge of other UN languages is an asset
Other desirable education, languages and work experience:	• Previous exposure to and substantive understanding of policy dialogue on effective development cooperation, knowledge management and innovation for development • Knowledge and experience with international organizations is an asset

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: Upon completion of the assignment, the JPO will have: (1) Expertise in issues of effective development cooperation at the country, regional and global level; (2) Sound understanding of the UN system both at country and headquarters level; (3) Expertise in capacity development, innovation and knowledge sharing for development; and (4) Expertise in monitoring and evaluation of development results

VII. Background Information

Information on the receiving office:

The Bureau for Policy and Programme Support (BPPS): BPPS has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora, including public-private dialogues, government and civil society dialogues, South-South and Triangular Cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas. BPPS assists UNDP and its partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. The BPPS as part of the Global Policy Network (GPN) also supports UNDP and partners to be more innovative, knowledge and data-driven, including in its program support efforts.

Effectiveness Group: Effectiveness Group within the BPPS provides crucial support to ensure that UNDP is an effective, accountable and transparent thought leader and partner of choice for sustainable development. Through support to the Global Partnership for Effective Development Co-operation (GPEDC) and International Aid Transparency Initiative (IATI), the Group fosters multi-stakeholder actions for more effective cooperation and partnerships, including strengthening policies, institutions and systems, as well as cultivating strategic partnerships to make the best use of all available resources to realize national development goals.

Global Partnerships Team: The Effectiveness Group's Global Partnerships Team is the institutional anchor of UNDP's work on effective development cooperation, providing support to countries to build strategic partnerships and to strengthen policy and institutional arrangements to make the best use of all available resources to realise development goals. Drawing on comparative advantages of UNDP in strengthening country capacities to manage and coordinate development cooperation, the team supports the effective functioning of the Global Partnership for Effective Development Co-operation as part of the OECD-UNDP Joint Support Team and providing secretariat support to the International Aid Transparency Initiative (IATI) as a lead of the IATI Secretariat consortium working with UNOPS and Development Initiatives.

Global Partnership for Effective Development Co-operation (GPEDC): Drawing on UNDP's policy and programme support in strengthening country capacities to manage and coordinate development cooperation, and together with the UN System Affairs Group (UNSAG) of UNDP's Bureau for External Relations and Advocacy (BERA), Effectiveness Group supports the GPEDC, as part of a OECD/UNDP Joint Support Team (JST). The GPEDC is a multi-stakeholder network to advance the effectiveness of development efforts by all actors, to deliver results that are long-lasting, and contribute to the achievement of the Sustainable Development Goals (SDGs). It is led by three high-level Co-Chairs, with an inclusive multi-stakeholder Steering Committee. Its High-Level and Senior-Level Meetings provide a space for

political dialogue around the implementation of commitments on effective development cooperation, and an opportunity for deepening engagement with a broad range of development actors in their efforts to maximize impact. GPEDC's Senior Level Meeting in July 2019, acting as a bridge between the second High Level Meeting (Nairobi 2016) and a Third High-Level Meeting (tentatively slated for 2022/2023), placed the importance of effectiveness as one of the key cornerstones for the 2030 Agenda. The Work Programme of the Global Partnership (2020-2022) aims at advancing the following strategic priorities:

- Accelerating implementation of the 2030 Agenda, with a strong focus on SDG impact and the link to systemic issues such as statistics and financing;
- Building better partnerships – to improve and unlock the potential of a 'whole of society approach' to partnerships, including private sector engagement, triangular cooperation, and fostering concrete synergies in the contributions of different partners;
- Leveraging monitoring for action – to facilitate use of monitoring data for policy change and strengthening of the monitoring framework and process.

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: The post is based in the UNDP Headquarters, located in New York, USA

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

Approved by:

Name of the Head of Office: Margaret Thomas

Title of the Head of Office: **Chief, Effectiveness Group**

Date of issuance: **20/12/2019**

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: Programme Analyst	**Grade Level:** (P2)
Main sector of assignment: HIV/AIDS	**Country and Duty Station:** New York
Detailed sector of assignment: HIV, health and development	**Duty Station status**: Family (staff member and eligible family members)
Agency: UNDP	
Department: **BPPS**	**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
Reports to: Manager, Human Rights, Key Populations & Treatment Access and Manager, Health and Innovative Financing	
Position Status: Rotational	
Job Family: Research, analysis and technical guidance, programme management support and knowledge 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 incumbent will be part of the HIV, Health and Development (HHD) Group in the Bureau for Policy and Programme Support in UNDP Headquarters and will directly work with the Manager, Human Rights, Key Populations & Treatment Access as well as the Manager of the Health and Innovative Financing Team of HHD.

In particular, this includes facilitation of research, analysis and technical guidance, programme support and knowledge management in the areas of climate and health, gender, antimicrobial resistance and digital health technologies.

Reporting structure and partners

Under the joint supervision of the Managers, Human Rights, Key Populations & Treatment Access team and the Health and Innovative Financing team, Health and Development (HHD) Group in the Bureau of Policy and Programme Support, the programme analyst provides substantive support to research, analysis and technical guidance, supports programme development and knowledge management for HHD.

III. Supervision

Name of Supervisor: Tenu Avafia and Doug Webb

Title of Supervisor: Manager, Human Rights, Key Populations & Treatment Access and Manager, Health and Innovative Financing

Content and methodology of supervision:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities: 1. Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO 2. Establishment of a work plan, with clear key results 3. Effective supervision through knowledge sharing and performance/development feedback throughout the assignment 4. Easy access to the supervisor 5. Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness 6. Guidance and advice in relation to learning and training opportunities within the field of expertise 7. Completion of the yearly UNDP Performance Management Document (PMD) 8. 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 exposure to current policy discussions at the UNDP HQ level - The JPO will work across two different portfolios in the HIV, Health and Development Group in BPPS.

III. 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.)*

1) Research, analysis and technical guidance support
- Conduct research and analysis on climate and health, gender, noncommunicable diseases, mental health, antimicrobial resistance and digital health technologies;

- Conduct data collection and prepare reports or requested other data outputs in targeted research areas;
- Provide background research for the portfolio in HHD: draft short memos, produce research notes, country and case studies;
- Support HHD's quality assurance process;
- Support the development of papers suitable for submission of professional conferences and academic journals;
- Develop and maintain close research collaboration with academics and researchers in various universities and research institutions as well as in the UN system

2) Programme management support

- Conduct research and analysis on climate and health, gender, noncommunicable diseases, mental health, antimicrobial resistance and digital health technologies;
- Coordinate project implementation with project partners, UNDP regional and country offices and other stakeholders;
- Provide substantive and administrative support to the preparation of country missions, meetings and other consultations;
- Prepare various written outputs, as may be required (e.g. draft background papers, concept notes, briefing notes and talking points)

3) Knowledge management
- Guide and coordinate cross-regional exchange of knowledge by collaborating with policy teams in Regional Hubs to research, develop and share knowledge-based tools and guidance to help influence/advance policy dialogue in the thematic area and present such material at various fora;
- Oversee the knowledge extraction, analysis, documentation, codification of results/lessons learned in climate and health, gender, antimicrobial resistance and digital health technologies, ensuring that knowledge sharing and content management is in line with guidelines and performed using corporate tools

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 *Ability to make new and useful ideas work*	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership *Ability to persuade others to follow*	Level 4: Generates commitment, excitement and excellence in others

People Management *Ability to improve performance and satisfaction*	Level 4: Models independent thinking and action
Communication *Ability to listen, adapt, persuade and transform*	Level 4: Synthesizes information to communicate independent analysis
Delivery *Ability to get things done while exercising good judgement*	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information. (P2 positions usually require level 4 competency.)
Briefing/Internal communications *Ability to prepare quality briefs and/or speeches*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Management *Ability to capture, develop, share and effectively use information and knowledge*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Report Writing *Ability to prepare quality reports*	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Representation *Ability to productively share UNDP knowledge and activities*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Curation *Ability to turn raw information into useful knowledge, relevant for context, or responsive to stated need*	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Competency Name *Competency Definition*	Choose an item
Competency Name *Competency Definition*	Choose an item

V. Recruitment Qualifications	
Education:	Master's Degree or equivalent Advanced Degree in in public health, international development or related field
Experience:	• A minimum of two years of professional experience in a relevant field of expertise; • High proficiency in research, analysis, and drafting documents; • Outstanding writing, editing and fact-checking skills; • Knowledge of climate and health, gender, antimicrobial resistance and/or digital health technologies; • Familiarity with the UN system and other development organizations is an asset; • Knowledge of data science is an asset

Language Requirements:	Strong written and spoken skills of English
Other desirable education, languages and work experience:	Describe any additional qualifications: Excellent computer skills and ability to use information technology as a tool and resource

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: Benefit from monitoring and career coaching from Director, UNDP Representations office in Tokyo

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.)
The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan and help countries to achieve the Sustainable Development Goals. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, South-South and Triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas.

BPPS supports UNDP's Strategic Plan, focusing on 7 outcomes including strengthening institutions to progressively deliver universal access to basic services (outcome 3). The HIV, Health and Development Group (HHD), within BPPS, is helping to contribute towards this outcome.

UNDP is a founding cosponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of the Global Fund to Fight AIDS, TB and Malaria, and a co-sponsor of several other international health partnerships. UNDP's work on HIV, health and development, as described in the HIV, Health and Development Strategy 2016-2021: Connecting the Dots, leverages UNDP's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. UNDP delivers three types of support to countries in HIV, health and development.

First, UNDP helps countries to mainstream attention to HIV and health into action on gender, poverty and the broader effort to achieve and sustain the Sustainable Development Goals. For example, UNDP works with countries to understand the social and economic factors that play a crucial role in driving health and disease, and

to respond to such dynamics with appropriate policies and programmes outside the health sector. UNDP also promotes specific action on the needs and rights of women and girls as they relate to HIV.

Second, UNDP works with partners to address the interactions between governance, human rights and health responses. Sometimes this is done through focused or specialized programmes, such as promoting attention to the role of the law and legal environments in facilitating stronger HIV responses, including the use of flexibilities in intellectual property law to lower the cost of drugs and diagnostics. UNDP also works to empower and include marginalized populations who are disproportionately affected by HIV, such as sex workers, men who have sex with men and people living with HIV. Beyond these focused efforts, UNDP plays a key role in ensuring attention to HIV and health within broader governance and rights initiatives, including support to municipal action on SDGs, sustainable responses for Health and HIV such as improving sustainability of AIDS financing, sustainable health procurement, strengthening of national human rights institutions and increasing access to justice for key populations.

Third, as a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multi-sectoral health projects, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. The UNDP/Global Fund partnership is an important part of this work, facilitating access to resources for action on SDG 3 by countries that face constraints in directly receiving and managing such funding. UNDP partners with countries in crisis/post-crisis situations, those with weak institutional capacity or governance challenges, and countries under sanctions. When requested, UNDP acts as temporary Principal Recipient in these settings, working with national partners and the Global Fund to improve management, implementation and oversight of Global Fund grants, while simultaneously developing national capacity to be able to assume the Principal Recipient role over time.

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

Approved by:

Name: **Mandeep Dhaliwal**

Title of the Head of Office: **Director, HIV, Health and Development Group, BPPS**

Date of issuance: **06 January 2020**