



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, Interagency and Intergovernmental Affairs	Grade Level: (P2)
Main sector of assignment: Strategic partnerships and resource mobilisation	Country and Duty Station: New York, USA
Detailed sector of assignment: Interagency and intergovernmental affairs	Duty Station status: Family (staff member and eligible family members)
Agency: UNV	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: UNV/New York office (NYO)	
Reports to: Chief, New York office (ICS-12)	
Position Status: Non-rotational	
Job Family:	

II. Job Purpose and Organizational Context

The UNV New York Office (NYO) ensures key account management services for all UN partners globally, and manages all other US-based partner relations, with a focus upon Permanent Missions to the United Nations in New York. The NYO contributes to UN Volunteer mobilization by developing and promoting volunteer solutions within UN partner operations, projects and programmes, through a key account management approach and coordinating closely with UNV HQ, Regional Offices and Field Units. Furthermore, the NYO ensures the strategic positioning of volunteers and volunteerism for peace and development within relevant intergovernmental processes. Finally, the NYO supports UNV's governance relations, liaising with the UNV Executive Board and UNDP headquarters.

Under the direct supervision of the Chief, New York Office (NYO), and in close collaboration with staff in NYO, and relevant UNV personnel at HQ and globally, the Programme Analyst, Interagency and Intergovernmental Affairs, focuses on supporting relationship management and partnership development – both UN Member States and UN partners. Additionally, he/she identifies volunteer and volunteerism opportunities in engagement and partnership development with other UN agencies, civil society, and the private sector for UNV concerning the Sustainable Development Goals (SDGs).

III. Supervision



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

Name of Supervisor: Naoual Driouich

Title of Supervisor: Chief, New York Office

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)

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.)*

Strengthening relations and partnerships with the UN Member States at the Permanent Missions

- Support the provision of analysis on key priorities of Member States – with a focus on Executive Board members, as well as UNV development partners (both current and future);
- Ensure good preparation and support to Executive Board side-events, and Executive Board engagements;
- Monitor and gather information on Executive Board discussions, as they relate to volunteers, volunteerism and UNV;
- Track relevant inter-governmental discussions, Second and Third Committees, and General Assembly resolutions with relevance to volunteers, volunteerism and UNV;
- Support in monitoring the work of the Economic and Social Council (ECOSOC) subsidiary bodies relevant to UNV's mandate such as: the omission for Social Development, UN Statistical Commission, Commission on the Status of Women as well as the High-level Political Forum on Sustainable Development;
- Contribute to seeking stronger engagement with NY-based UN Permanent Missions of Member States for programmatic cooperation and joint (South-South) initiatives.

Strengthening UN interagency system relations

- Attend inter-governmental, inter-agency (UNDP and other UN agencies) and other meetings and task forces of direct relevance to UNV and prepare brief reports and concept notes.
- Monitor and track interagency discussions on SDGs, UN coherence, and reforms, and help in identifying opportunities for leveraging volunteers and volunteerism;



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

- Contribute to an effective liaison with UN system partners e.g. UNDG and other inter-agency coordination efforts such as IANYD, UN-SWAP Gender, etc. to ensure UNV contributes to UN coherence and coordination;
- Prepare materials about UNV’s activities, as and when required, for New York based stakeholders.

Support and analysis on priority issues, within the UNV Office in New York

- Support the Chief, NYO on corporate and resources planning, focusing on planning, monitoring and reporting processes at the corporate level to deliver on UNV’s Strategic Framework;
- Contribute to tracking and support priority tasks within NYO;
- Research programme, policy and/or operational issues to facilitate effective action;
- Undertake any other policy / management analysis actions, as determined by the Chief, NYO.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>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</p>	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	
Partnerships <i>Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Research (General) <i>Knowledge of analytical tools and methods for undertaking substantive research on various issues</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Sustainable Development Goals (SDGs)	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise



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

<i>Knowledge of the Sustainable Development Goals and the ability to apply to strategic and/or practical situations</i>	
Civil Society Engagement <i>Knowledge of civil society initiatives creation and implementation and ability to apply to strategic and/or practical situations</i>	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Results-based Management <i>Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Relationship Management <i>Ability to engage with other parties and forge productive working relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Management <i>Ability to capture, develop, share and effectively use information and knowledge</i>	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:	<ul style="list-style-type: none"> • Master’s degree in Social Sciences, International Relations, International Development, or other development-related fields.
Experience:	<ul style="list-style-type: none"> • A minimum of two years of working experience in a relevant field – preferably in either peace / development field, ideally interagency / inter-governmental experience at the global level.
Language Requirements:	<ul style="list-style-type: none"> • Fluency of English; • Working knowledge of another UN official language would be an asset.
Other desirable education, languages and work experience:	

VI. Training and Learning
<p>As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:</p> <ul style="list-style-type: none"> • 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 <p>In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: induction training</p>



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

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.)

United Nations Volunteers Programme

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

UNV engages about 7,000 UN Volunteers every year. With an average age of 38 years and the requisite professional skills and qualifications of some 5 to 10 years relevant experience, UN volunteers serve in more than 120 countries and come themselves from about 160. The majority – 80 per cent – come from developing countries themselves. One third of UN volunteers serve in their own countries, with the others carrying out international assignments. The financial equivalent of programme activities exceeds US\$220 million annually.

UNV is headquartered in Bonn, Germany and has approximately 150 staff positions – with the majority in Bonn and some positions with different UN peacekeeping and political missions, and in other Headquarters locations (e.g. New York and Tokyo).

More information on UNV can be found on <http://www.unv.org>

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: New York

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

Approved by:

Name of the Head of Office: Olivier Adam



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

Title of the Head of Office: Executive Coordinator, UNV

Date of issuance: 22/01/2020



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, Partnership and Advocacy	Grade Level: (P2)
Main sector of assignment: Strategic Partnerships	Country and Duty Station: Bangkok, Thailand
Detailed sector of assignment: South-South cooperation	Duty Station status: Family (staff member and eligible family members) Yes
Agency: UNV	Duration and Type of Assignment: More than a year; Fixed Term Appointment
Department: Regional Office, Asia and Pacific (RO AP)	
Reports to: Manager, Regional Office, Asia and Pacific (ICS-12)	
Position Status: Non-rotational	
Job Family:	

II. Job Purpose and Organizational Context

The UNV Regional Offices (RO) provide oversight and strategic guidance to the UNV Field Units in their respective geographical assignments and are mainly accountable for the placement of UN Volunteers mobilized for UN Agencies, Funds, and Programmes focused on peace, development and humanitarian needs. Furthermore, the Regional Offices represent, and strategically position, UNV and bring UNV's services and solutions closer to its partners from governments, UN entities, civil society and private sector. The Regional Offices also lead in scoping and delivering UNV's advisory service offer on volunteer infrastructure.

The Programme Analyst, Partnership and Advocacy based in the Regional Office, Asia and Pacific, focuses on advancing partnership and advocacy on volunteering for the SDGs in the Asia Pacific region.

III. Supervision

Name of Supervisor: Manon Bernier
Title of Supervisor: Regional Portfolio Manager, Asia Pacific



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

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 team 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

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.)*

Support UN partner outreach and engagement (45%)

- Support the Regional Office, Asia and Pacific, in outreach and engagement initiatives with regional UN partners and their Country Offices in Thailand to identify entry points for volunteer engagement;
- Stay abreast of the latest SDGs developments in Asia Pacific and actively engage in relevant UN Thematic groups;
- Prepare briefing, analysis, presentation on UNV mandate and services to UN Agencies;
- Contribute to the organization of strategic engagements, meetings and events as required.

Support to partner outreach and knowledge building/sharing on volunteering and SDGs (30%)

- Building on the outcomes and knowledge shared at the Global Technical Meeting (GTM) on Volunteering and SDGs, and in consultation with relevant Regional Office colleagues and the Volunteer Advisory Services Section, contribute to supporting members states in Asia and Pacific in advancing volunteerism for SDGs acceleration;
- Provide support to the implementation, networking and constituency/platform building for South-South Volunteering in Asia and Pacific, in close coordination with UNV HQ and UNV Field Units in the region;
- Provide inputs to reports and concept notes linked to advancing volunteering in the specific context of the SDGs and South-South Volunteering;
- Provide inputs to UNV strategies and initiatives, as requested.

Promotion and advocacy on volunteerism (25%)

- Coordinate the organization of International Volunteer Day in Thailand in close partnership with the



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

government and volunteer involving organizations in Thailand;

- Identify key regional SDGs related events in the region to increase UNV's participation and visibility;
- Contribute to the development of promotional materials and organization of events and campaigns with main UN regional partners.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>In this section list all 5 core competencies as well as the most relevant technical/function competencies the role will require along with the appropriate level. Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role.</p>	
<p>Core</p>	
<p>Innovation <i>Ability to make new and useful ideas work</i></p>	<p>Level 4: Adept with complex concepts and challenges convention purposefully</p>
<p>Leadership <i>Ability to persuade others to follow</i></p>	<p>Level 4: Generates commitment, excitement and excellence in others</p>
<p>People Management <i>Ability to improve performance and satisfaction</i></p>	<p>Level 4: Models independent thinking and action</p>
<p>Communication <i>Ability to listen, adapt, persuade and transform</i></p>	<p>Level 4: Synthesizes information to communicate independent analysis</p>
<p>Delivery <i>Ability to get things done while exercising good judgement</i></p>	<p>Level 4: Meets goals and quality criteria for delivery of products or services</p>
<p>Technical/Functional</p>	
<p>Coordination of SSC/TrC initiatives and/or partnerships <i>Ability to recognize and facilitate South-South and Triangular Cooperation with ability to demonstrate clear organizational value added</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Capacity Development for South-South and Triangular Cooperation approaches <i>Ability to support emerging and new providers of development assistance</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Sustainable Development Goals (SDGs) <i>Knowledge of the Sustainable Development Goals and the ability to apply to strategic and/or practical situations</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Relationship Management <i>Ability to engage and foster strategic partnerships with other parties, inter-agency coordination and forge productive working relationships</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Knowledge sharing and outreach for SSC/TrC initiatives and/or partnerships <i>Ability to support an effective knowledge brokering function and provide platform for Southern voice in global development issues</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>



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

V. Recruitment Qualifications

Education:	<ul style="list-style-type: none">• Master's degree in social sciences, political science, public or business administration, economics or related fields.
Experience:	<ul style="list-style-type: none">• 2 years of relevant experience in programme and/or partnership;• Work experience in an international organization is an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English;• Proficiency in another official UN language is an asset.
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:

- 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](#)
- There will be training opportunities to participate in field missions / regional meetings and learning events.

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

VII. Background Information

Information on the receiving office:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. UNV contributes to peace and development by mobilizing volunteers, advocating for volunteerism globally and encouraging partners to integrate volunteerism into development programming. The 2030 Agenda demands a revitalized global partnership that leverages the resources of all stakeholders to achieve the Sustainable Development Goals (SDGs). To this end, UNV through its new Strategic Framework (2018-2021) will emphasize partnerships with emerging development partners and further promote South-South cooperation. UNV will also support Member States in their efforts to establish a nurturing environment for volunteerism and volunteer placement. Strengthening partnerships with Member States. UNV will expand and diversify its resource base by engaging with a wide range of countries through the Special Voluntary Fund and the complementary funding modalities, such as volunteer opportunities sponsored by Member States, trust funds and cost-sharing of national volunteer infrastructure by programme country governments.

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



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

Family / Non-family Duty Station– means that you are not allowed to bring any family members:

Family Duty Station

Living conditions at the Duty Station: Various kinds of accommodation are available in Bangkok, though it is most common to stay in apartment buildings. The cost will vary depending on individual wishes and requirements as well as location. Transport options include the sky train (BTS), metro/underground system (MRT), riverboats, taxi, bus and motorbike. Banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, e.g: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Bangkok and other places throughout Thailand. Bangkok has many good restaurants with good health standards and most guesthouses provide food. In Thailand the most used means of transportation are taxi or local bus (and, in Bangkok, the elevated train service). Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Thailand and Western cards can usually be used to withdraw Thai Baht. Bangkok is a family duty station, classified in the “A” category according to the International Civil Service Commission (ICSC). More information about the country and the UN operation at the duty station can be found at <http://www.un.or.th/thailand/travelinfo.html>.

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

Approved by:

Name of the Head of Office: Oliver Adam

Title of the Head of Office: Executive Coordinator, UNV

Date of issuance: 22 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, Partnership Building and Knowledge Management	Grade Level: P2
Main sector of assignment: Business and administrative management	Country and Duty Station: Kenya, Nairobi
Detailed sector of assignment: Partnership Building and Knowledge Management	Duty Station status: Family (staff member and eligible family members) Yes
Agency: UNV	Duration and Type of Assignment: More than a year; Fixed Term Appointment
Department: UNV/Regional Office for East and Southern Africa (ROESA)	
Reports to: Manager, Regional Office (ICS-12)	
Position Status: Non-rotational	
Job Family:	

II. Job Purpose and Organizational Context

The UNV Regional Offices (RO) provide oversight and strategic guidance to the UNV Field Units (FUs) in their respective geographical assignments and are mainly accountable for the placement of UN Volunteers mobilized for UN Agencies, Funds, and Programmes focused on peace, development and humanitarian needs. Furthermore, the Regional Offices represent, and strategically position, UNV and bring UNV's services and solutions closer to its partners from governments, UN entities, civil society and private sector. The Regional Offices also lead in scoping and delivering UNV's advisory service offer on volunteer infrastructure.

The Programme Analyst, Partnership Building and Knowledge Management reports to the Manager, Regional Office for East and Southern Africa (ROESA). She/he supports UNV/ROESA partnership and knowledge management activities in the region working in close collaboration with UNV Regional Office team and Field Units.

III. Supervision

Name of Supervisor: Njoya Tikum



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

Title of Supervisor: Manager, UNV Regional Office for East and Southern Africa

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 the Regional 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

In this section list the primary responsibilities of the position.

Partnership Building and Resource Mobilization (50%)

- Gather, analyze and document partnership intelligence that contributes to strengthening of the ROESA position within the UN family for developing strategic partnerships with UN-AFPs for volunteer mobilization;
- Undertake internal and external analysis assessing ROESA opportunities for partnership building and resource mobilization with the Private Sector and Civil Society, Development Partners (bilateral and multilateral donors), government institutions, etc.,
- Conduct a continuous Competitive Landscape Analysis of partners, partner needs and priorities, characterization of their relationships/partnerships, compile reliable donor intelligence and develop a donor intelligence strategy for ROESA's use in partnership building and resource mobilization;
- Scan opportunities in ROESA based on partner intelligence (private sector, civil society, development partners, government institutions, etc.), advise ROESA on specific fund-raising strategies and approaches, Support development/preparation of partnership and resource mobilization proposals;
- Carry out analysis of key development and sectorial policies currently being discussed and implemented in the ROESA region and partners willing to support these policies;
- Identify emerging sources of funding; assess their current usage and potential for the future accessibility by UNV-ROESA;
- Document and share lesson learnt and good practices in partnership building and resource mobilization in ROESA to be integrated in broader UNV knowledge management efforts;

Knowledge Management (50%)

- Support in the planning, design, execution, management and monitoring of knowledge management, curation, mobilization, dialogue, exchange and networking initiatives, and act as primary client-service focal point and liaison for knowledge management in ROESA;



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

- Analyze and consolidate statistics, lessons, good practices and guidelines on knowledge management, mobilization, dialogue, exchange and networking initiatives, and communicate them internally and externally to foster learning, raise awareness and improve client-services;
- Carry out research and document examples of Strategies/Policies, Frameworks, Legislation, and Volunteer Infrastructure project/programmes/activities/initiatives implemented in various parts of Africa to enable ROESA programme countries to directly link with willing developers of these activities/initiatives;
- Applying a systematic approach, connect the existing knowledge to the people that need it and have a clearly defined context and client – e. g., through search engines and expert rosters, Communities of Practice, Yammer, etc.;
- Collaborate with Regional Office and Field Units’ teams to contribute to planning and designing workshops, strategic retreats, annual/mid-term programmatic reviews and/or events to enhance field capacities, refine systemic learning and operationalize UNV strategic priorities in volunteer mobilization and management and harmonization of business practices and operations, planning and coordination;
- Coordinate contributions and provide support to corporate knowledge management processes, corporate best practices and knowledge products, including compilation of success stories, case studies, and lessons learned products from ROESA to help advance advocacy on volunteerism and influence/advance policy dialogue;
- Coordinate webinars and other training materials and methods, as appropriate, to communicate new and updated content to UNV Regional Office and Field Units’ teams.

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 5 core competencies as well as the most relevant technical/function competencies the role will require along with the appropriate level. Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role.	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	
Partnerships <i>Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise



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

Knowledge Management <i>Ability to capture, develop, share and effectively use information and knowledge</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Facilitation Ability to animate individuals and communities of contributors to participate and share	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Relationship Management <i>Ability to engage and foster strategic partnerships with other parties, Inter-Agency Coordination and forge productive working relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Research (General) <i>Knowledge of analytical tools and methods for undertaking substantive research on various issues</i>	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:	<ul style="list-style-type: none"> • Master's degree in development economics, business administration, social sciences or other fields related to the scope of the assignment.
Experience:	<ul style="list-style-type: none"> • 2 years of relevant experience at national and/or international level in international development issues, partnership building and resource mobilization, research and information management, or knowledge management; • Experience working in an international context, and specifically in the Africa region is a distinct advantage.
Language Requirements:	<ul style="list-style-type: none"> • Fluent in English; • Proficiency in another UN official language is an asset.
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](#)

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



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

VII. Background Information

Information on the receiving office:

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide and has its headquarters in Bonn-Germany. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN Volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

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

Family / Non-family Duty Station— *means that you are not allowed to bring any family members:*
Family Duty Station

Living conditions at the Duty Station: The Republic of Kenya is an equatorial nation on the coast of East Africa, neighbouring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has two levels of Government; National Government and 47 sub-national Governments called Counties. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya's population of more than 40 million is growing at an annual rate of 2.2%. The country's GNP per capita estimated at purchasing power parity (PPP) is \$975, and the GNP is growing at an average rate of 0.1% annually. More than 26% of Kenya's people live below the international poverty line of \$1 per day. Kenya's main food crops are "maize, wheat, pulses, roots and tubers." (FAO).

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

Approved by:

Name of the Head of Office: Oliver Adam

Title of the Head of Office: Executive Coordinator, UNV

Date of issuance: 22 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, Talent engagement	Grade Level: P2
Main sector of assignment: Business and administrative management	Country and Duty Station: Germany, Bonn
Detailed sector of assignment:	Duty Station status: Family (staff member and eligible family members) Yes
Agency: UNV	Duration and Type of Assignment: More than a year; Fixed Term Appointment
Department: Volunteer Services Centre (VSC)	
Reports to: Team Leader, VSC (ICS-11)	
Position Status: Non-rotational	
Job Family:	

II. Job Purpose and Organizational Context

The Volunteer Services Centre (VSC) is responsible for providing timely and high-quality transactional services in the identification and recruitment of UN Volunteers, as well as in the management of the conditions of service of volunteers globally. VSC works in close collaboration with the Volunteer Advisory Services and Volunteer Solutions Sections at headquarters, as well as with Regional Offices and Field Units to ensure seamless and consolidated services in accordance with regulations and rules, pertinent policies and internal procedures.

Reporting to the Team Leader, Volunteer Services Centre, the Programme Analyst, Talent Engagement, supports continuous improvement of candidate and volunteer engagement by reinforcing the meaning of volunteer engagement and ensuring positive and consistent interactions between candidates, UN Volunteers and the UNV programme. . This includes the strengthening of the candidate experience and employer brand to reinforce UNV's ability to attract and retain talent in particular for high-volume and emergency recruitments in peacekeeping and humanitarian operations.

III. Supervision

Name of Supervisor: Elise Bouvet



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

Title of Supervisor: Team Leader

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 team 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

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.)*

Coordination of candidates engagement activities for peacekeeping, humanitarian and emergency operations (70%)

- Perform all activities associated with engaging candidates and volunteers from their first contact with UNV to their separation;
- Identify gaps or shortfalls in UNV's engagement approach;
- Analyze parameters influencing candidates and volunteers' engagement and retention and recommend corrective actions at relevant touch-points and with particular focus on gender and inclusion;
- Articulate the value of candidate and volunteer engagement and sensitize UNV and UN Host Entities on its relevance for business efficiency;
- Collaborate with service desk, volunteer recruitment and management staff to gain a better understanding of candidates and volunteers' experience and its relation to meeting recruiting needs and volunteers' satisfaction;
- Keep abreast of external marketplace and industry trends and provide information to the VSC team;
- Contribute to the identification of opportunities to develop new engagement activities and tools and contribute to their implementation through UNV's Digital Transformation project;
- Coordinate with the communication staff, External Relations and Communications Section, the messaging and web experience of candidates to create a personalized and engaging candidate and volunteer experience;
- Produce materials supporting engagement as required (e.g. for use in UNV's Onboarding);
- Review engagement targets and key performance indicators against industry benchmarks;
- Monitor engagement and turnover through quantitative and qualitative analysis (e.g. engagement surveys);
- Report on status, effectiveness and quality of specific engagement activities and tools.



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

Recruitment and management of international UN Volunteers (30%)

- Identify suitable candidates for a portfolio of assignments using talent management to ensure the strongest caliber of candidates;
- As appropriate, conduct interviews and recruitments according to procedures pertaining to the selection of volunteers;
- Perform relevant volunteer assignment management activities during times of high workload.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>In this section list all 5 core competencies as well as the most relevant technical/function competencies the role will require along with the appropriate level. Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role.</p>	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	
Talent Management <i>Knowledge of talent management concepts, issues and principles and the ability to apply them to strategic and/or practical situations</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Recruiting <i>Knowledge of recruiting issues, procedures, and principles and the ability to apply them to strategic and/or practical situations to secure quality candidates</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Research <i>Knowledge of analytical tools and methods for undertaking substantive research on various issues</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Relationship Management	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise



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

<i>Ability to engage and foster strategic partnerships with other parties, Inter-Agency Coordination and forge productive working relationships</i>	
Quality Assurance <i>Ability to perform administrative and procedural activities to ensure that quality requirements and goals are fulfilled</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Knowledge Management <i>Ability to capture, develop, share and effectively use information and knowledge</i>	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:	<ul style="list-style-type: none"> • Master’s degree in Human Resources Management, Psychology or related fields.
Experience:	<ul style="list-style-type: none"> • 2 years of relevant working experience in human resources; • Work experience in a global, multicultural environment is desirable.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English; • Proficiency in another official UN language, in particular French or Spanish, is an asset.
Other desirable education, languages and work experience:	<ul style="list-style-type: none"> • Knowledge of talent management and engagement practices, principles, applications and methods,; • Knowledge of gender and inclusion approaches in human resources; • Experience using an applicant tracking system and digital engagement tools is a strong 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:

- 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: enter text

- Have an increased awareness of UNV Mission and Strategic Framework including volunteerism for development;
- An understanding of UNV and UNDP rules and procedures – especially in relationship to programme management;
- A comprehensive knowledge of volunteer recruitment in a developing context in particular.



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

VII. Background Information

Information on the receiving office:

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide and has its headquarters in Bonn-Germany. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN Volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

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

Family / Non-family Duty Station– *means that you are not allowed to bring any family members:*
Family Duty Station

Living conditions at the Duty Station: Bonn is situated on the north-west region of Germany, with easy connections to the main cities of Europe. **Climate and weather:** Temperate weather dominates in winter, with little snow and few days of frost. Summers are continental, with an average temperature in July of over 18° C; there are a number of hot days (33 grades). Average annual rain precipitation: 669 mm. Population as at January 2019: 330,224 inhabitants. The Cologne/Bonn airport is around 20 minutes away from Bonn center by car. Buses run every 20 minutes. Taxis will normally collect around EUR 50 from the center of Bonn to the airport. There is a good and reliable net of public transportation (buses, underground and trains). A large variety of tickets offer different reduced fare possibilities. Bonn has excellent roads and cycling paths. **Housing:** The local newspapers, especially the weekend and Wednesday editions, are a good source for house searching. There is a wide range of German schools, one international school and one French school at the primary level. For more information, please visit <http://www.bonn-international.org/>

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

Approved by:

Name of the Head of Office: Oliver Adam

Title of the Head of Office: Executive Coordinator, UNV

Date of issuance: 22 January 2020