Vacancy announcement

UN JPO DCC Trust Fund

JPO in Policy Analysis

Junior Professional Officer (JPO),
United Nations Development Programme (UNDP)/
Bureau for Programme and Policy Support (BPPS)/
Governance Team

Closing date
31 March 2024
6 pm EST

Vacancy Announcement DCC Trust Fund

I General information

Title:	JPO in Policy Analysis
Sector of Assignment:	Governance (policy and programming support)
Country:	USA
Location (City):	New York
Agency:	United Nations Development Programme (UNDP)/ Bureau for Programme and Policy Support (BPPS)/ Governance Team
Duration of Assignment:	Initially 1 year (with possible extension for another year)
Grade:	P1 step 1 in the first year, P2 step 1 in the second year

Note: This post is opened in the context of the Junior Professional Officer (JPO) Developing Country Candidates (DCC) Trust Fund and is addressed exclusively to candidates from Least Developed Countries as defined by the United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UN-OHRLLS).

Candidates **MUST BE NATIONALS OF ONE OF THESE ELIGIBLE COUNTRIES**

Candidates must be born on or after 01/01/1991 to be eligible for the position.

II Duties, responsibilities and Output Expectations

The purpose of this position is to contribute to UNDP's global policy development and programming support on democratic institutions and processes with a particular focus on roles of parliaments. UNDP provides technical assistance to more than 60 parliaments around the world in their efforts to: build the capacity of legislators and technical staff; strengthen oversight role; promote institutional reform, political dialogue and conflict prevention; strengthen parliaments' relationships with the executive and judiciary branches of government and with civil society; improve access to

parliamentary information for the population and the media, and enhance the effectiveness of women's role and participation among parliaments through internal reforms and exchanges. The position will focus on the following areas:

- Supporting national legislatures, political parties and civil society to more proactively drive innovative and effective implementation of Agenda 2030 broadly and the SDGs, and more specifically gender equality commitments (including through SDG-5, CEDAW, the Beijing Platform and the Women, Peace and Security agenda).
- Supporting policy development and a programmatic offer on the role of parliament (legislative and oversight) in climate action and the right to healthy environment
- Enhancing UNDP's policy and programmatic work in the role of parliament in advancing both debt and budget transparency, participatory budgeting, and gender responsive budgeting
- Supporting capacity development, knowledge generation, and technical assistance to strengthen the overall inclusiveness of parliaments in relation to gender equality, youth participation, and PwDs, LGBTIQ+, and indigenous peoples.
- Strengthening systemic engagement between parliaments, government bodies, civil society, new and old media, and independent oversight institutions, forging new and broader partnerships for improved accountability for sustainable human development and to advance the 2030 Agenda.

The Policy Analyst will be a core member of the governance team working in the Democratic Institutions and Processes portfolio/sub team. Key internal partners will include other clusters and teams in UNDP's Global Policy Network (GPN) as well as UNDP Regional Bureaux and Hubs and Country Offices. Key external partners include the UN Secretariat and other UN Agencies, Members States and relevant associations and organizations. The position includes four main areas of responsibility: policy development and analysis; research and knowledge management; programming support; partnerships.

1) Policy development and analysis
- Support the development and implementation of global programming including development of reporting tools and resource mobilization and partnership materials.
- Support policy development initiatives focused on climate action and the right to a healthy environment as well as on transparency and debt and budget processes.
- Support policy frameworks related to parliamentary strengthening and women's political participation (e.g., TSMs: violence, including online, against women in politics; WPS and Parliaments).
- Conduct and update analysis of country data, develop and maintain knowledge datasets and distill relevant lessons with a focus on parliamentary support.
- Assist in development and design of advocacy and communication materials, including contributing to / drafting power-point presentations, speeches, and press releases as well as developing advocacy strategies for disseminating and raising awareness of specific democratic governance issues

2) Research and knowledge management
- Contribute to analysis of data, case evidence and research findings to distil relevant lessons learned from projects and activities.
- Assist in the development and updating of databases of UNDP worldwide projects and initiatives.
- Contribute to development and implementation of new tools to address new challenges and harness opportunities (e.g., related to digital and parliamentary processes; climate action and parliaments; women's political participation).
- Draft project reports, minutes of meetings and terms of reference as required.

3) Programming support
- Support the development / monitoring of global and regional initiatives.
- Support to the provision of advisory services as well as the provision of technical guidance and substantive collaboration with regional focal points.
- Support development of work plans, monitor/report progress and financial reporting in line with strategic goals and agreed work plans.

4) Partnerships
- Support the development and strengthening of relevant communities of practice, through partnership building, communications, and outreach to other teams and clusters, Regional Bureau focal points, UN partners and other relevant organizations, such as the IPU.
- Support the development, organization and coordination of global and regional events and activities.
- Assist in the maintenance of rosters of experts, including monitoring client feedback.
- Assist in the maintenance of a database of institutional partners and mapping of potential donors and partners.
- Support the development of targeted funding proposals for projects dealing with inclusive political processes broadly and electoral assistance specifically.

III Training component: Learning elements and expectations

The JPO will benefit from the following learning and development opportunities:

- Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide
- On-going Masterclasses on relevant and inspiring themes
- Career development support mechanisms and activities
- Networking with fellow JPOs, young professionals and senior UNDP colleagues
- Mentoring programme
- Other training and learning opportunities.

IV Supervision

The Policy Analyst will be supervised by the Global Lead, Democratic Institutions and Processes, in the Governance team of the Bureau for Programme and Policy Support in New York.
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)

V Required Qualifications and Experience

Education:
An advanced university degree (e.g. Master's Degree or equivalent) in a related field of expertise such as law, political science, public administration, international relations or development studies. A first-level university degree (e.g. Bachelor's degree or equivalent) in combination with two additional years of qualifying experience gained after the first-level university degree is accepted in lieu of the advanced university degree.

Working experience:
A minimum of one year (three years with a first-level university degree) of professional experience gained after the first qualifying university degree in democratic governance and inclusive political processes.

- Working experience in relevant field, preferably with a national parliament, government, international organization or civil society.
- Working knowledge of gender and women's political participation and leadership desirable.
- Experience in international affairs and/or international development corporation, preferably from a developing country, desirable.

Languages:
For this position, fluency in English is required. Fluency in French is highly desirable. Knowledge of another UN language is an advantage.

Competencies:

Core	
Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

Cross-Functional & Technical competencies *(insert up to 7 competencies)*

Thematic Area	*Name*	*Definition*
Program and Policy	Governance	Electoral Cycle Support
Program and Policy	Governance	Political Inclusion
Program and Policy	Governance	Parliamentary Institutions
Program and Policy	Gender	Women's leadership and political participation
Partnership management	Resource mobilization	Ability to identify funding sources, match funding needs (programmes/projects/initiatives) with funding

		opportunities, and establish a plan to meet funding requirements
Partnership management	Relationship management	Ability to engage with a wide range of public and private partners, build, sustain and/or strengthen working relations, trust and mutual understanding
Program and Policy	Effectiveness	Performance and data analysis and sharing lessons

VI Background information on Agency/Department/Section

Governance is one of the six signature solutions in UNDP's Strategic Plan 2022-2025 – alongside poverty and inequality, resilience, environment, energy and gender equality - to support countries towards three directions of change: structural transformation, leaving no one behind and resilience. The objective of UNDP's governance work is to ensure that accountable, inclusive and effective governance underpins sustainable development. UNDP's governance assistance, including that provided through UNDP's Global Programme, Governance for People and Planet (G4PP), is multi-dimensional and multi-level and goes beyond technical solutions to support a "systems approach" which is human rights based, problem-driven and participatory to accelerate development and ensure no one is left behind. Strengthening democratic institutions and processes is one of the 4 main outcome areas/priorities of the G4PP that brings together global policy development and technical assistance in electoral assistance: parliamentary development and women's political participation. The Democratic Institutions and Processes in a Digital Era sub portfolio, in which this JPO position is anchored, provides a platform for systemic and integrated programming and policy support that connects work on inclusive political participation; parliamentary oversight of development issues, digital governance; civic engagement, information integrity, environmental governance, political economy analysis and other policy issues across UNDP's Global Policy Network (GPN).

VII How to apply

Candidates who would like to apply should do so **online** via

https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=14

Applications must be received no later than **31 March 2024, 6.00 pm (Eastern Time UTC-5, New York USA).** Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

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Afghanistan	Guinea-Bissau	Senegal
Angola	Haiti	Sierra Leone
Bangladesh	Kiribati	Solomon Islands
Benin	Lao People's Democratic Republic	Somalia
Burkina Faso	Lesotho	South Sudan
Burundi	Liberia	Sudan
Cambodia	Madagascar	Tanzania
Central African Republic	Malawi	Timor-Leste
Chad	Mali	Togo
Comoros	Mauritania	Tuvalu
Democratic Republic of the Congo	Mozambique	Uganda
Djibouti	Myanmar	Yemen
Eritrea	Nepal	Zambia
Ethiopia	Niger	
Gambia	Rwanda	
Guinea	Sao Tome and Principe	