



## UNITED NATIONS DEVELOPMENT PROGRAMME

### Junior Professional Officer Programme (JPO) Chiffre Nr. 2023-1-26

#### **I. Position Information**

**Title:** JPO Programme Analyst

**Main sector of assignment:** Strategic partnerships and resource mobilisation

**Detailed sector of assignment:** Partnerships at regional level

**Agency:** UNV – United Nations Volunteers

**Department:** UNV/Regional Office for Arab States (ROAS)

**Country and Duty Station:** Jordan, Amman

**Duty Station Status:** Family Duty Station (staff member and eligible family members)

**Duration and Type of Assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

#### **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/UNV staff members and are actively involved in supporting the design and implementation of UNV's programs within UNV's headquarters, regional or country offices.

##### **Job Purpose:**

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, with the support of the Volunteer Advisory Service Section, promote UNV's advisory service offer on volunteer infrastructure.

**Reporting structure and partners:**

The Programme Analyst, Partnerships at Regional Level reports to the Manager, Regional Office for Arab States (ROAS). He/she works closely with the Regional Office team, and interacts frequently with key development and humanitarian actors – including in particular UNDP, OCHA, UNHCR, WFP, UNICEF – as well as regional organizations, foundations and private sector. She/he exchanges regularly with the External Relations and Communications Section (ERCS) at UNV Headquarters in Bonn and the UNV New York Office.

**III. Supervision**

**Title of Supervisor:** Regional Manager, UNV Regional Office Arab States

**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).

**IV. Duties and Responsibilities and Output expectations**

**Supporting UN Business Intelligence gathering and contributing to strengthened relations with UN partners and stakeholders at regional level**

- Gather strategic information on regional and country level development and humanitarian partners, emergency response programmes and reports back to the team on a regular basis;
- Continuously feed the Client Relation Management System with all collected intelligence and information related to UN partners, as well as create an online cross regional community of practice for main UN partners targets (i.e via Teams);
- Adapt the global business outlook developed by UNV New York Office on a yearly basis to a regional business outlook with key information and data related to Arab States main partners and main targets;
- Collect and consolidate intelligence about new potential partners for Arab States (with a focus on governments, the private sector and foundations) and identify relevant

- entry points for UNV solutions and collaboration;
- Identify potential resource mobilization opportunities for UNV in the region based on research and awareness of traditional and non-traditional donors;
- Support the negotiation and drafting of partnerships agreements with new partners as per applicable policies and in consultation with relevant UNV organizational units;
- Monitor the implementation of joint action plans linked to signed global MoU with UN partners and monitor implementation of regional action plans;
- Support the development of relevant briefs and concept notes to position UNV and volunteerism in a renewed fashion that is attractive to partners to fund.

### **Strengthening UNV's positioning as a solution provider for UN humanitarian Partners in the Arab States**

- Build and strengthen collaboration between UNV and humanitarian partners in light of regional and sub-regional initiatives, through active communications and development of co-branded special initiatives;
- Position UNV as a partner of choice in regional strategies, with an emphasis on women empowerment and youths, integrating UNV/volunteerism in UN humanitarian partners regional strategic/operational documents, such as strategic plans, programme documents, HR strategies, etc.;
- Collate necessary partner information to design outreach material and prepare concise and impactful presentations and papers to partners, focused on promoting volunteerism and increased mobilization of volunteers, focusing on responding to partners identified needs;
- Provide support to assessing the partnerships through feedback from regular dialogue with the relevant UN partners and UNV Field Units;
- Benchmark human capital solutions humanitarian partners rely on to ensure UNV offer remains fit for purpose and make recommendations to adapt if necessary UNV modalities or create a new one.

### **Advocacy for volunteerism for the achievement of the SDGs**

- Raise awareness on the contribution of volunteerism for peace and development with relevant UN partners in the Arab Region through advocacy, close collaboration and networking;
- Support the work of the RO and UNV field units on the promotion of volunteerism within national and UN led processes (specifically, VNRs for monitoring progress on the SDGs, and CCA/UNSDCF) through research, data collection and advocacy;
- Identify and recommend opportunities for UNV in conferences, workshops, taskforces and other key regional events, as requested, to give presentations, advocate and promote UNV and volunteerism for expanding partnerships and alliances;
- Support visibility and partner outreach for UNV ROAS engagements events with regional partners;
- Develop and disseminate knowledge products that document UNV's experiences and lessons learned regarding UNV's partnerships with relevant UN partners;
- Supports the preparation of Executive Office missions to the Region, including briefing notes, mission reports, coordination of follow up.

## **V. Competencies and Selection Criteria**

Core **Innovation** (Ability to make new and useful ideas work)

Description of Competency at Level Required: Level 4: Adept with complex concepts and challenges convention purposefully

Core **Leadership** (Ability to persuade others to follow)

Description of Competency at Level Required: Level 4: Generates commitment, excitement and excellence in others

Core **People Management** (Ability to improve performance and satisfaction)

Description of Competency at Level Required: Level 4: Models independent thinking and action

Core **Communication** (Ability to listen, adapt, persuade and transform)

Description of Competency at Level Required: Level 4: Synthesizes information to communicate independent analysis

Core **Delivery** (Ability to get things done while exercising good judgement)

Description of Competency at Level Required: Level 4: Meets goals and quality criteria for delivery of products or services

Technical/Functional **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

Technical/Functional **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

Technical/Functional **Relationship Management** (Ability to engage and foster strategic partnerships with other parties, Inter-Agency Coordination 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

Technical/Functional **Research (General)** (Knowledge of analytical tools and methods for undertaking substantive research on various issues) Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Technical/Functional **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

## **VI. Recruitment Qualifications**

**Education: Master's Degree** in International Affairs, International Relations, Social Studies or related fields.

### **Experience:**

- 2 years of relevant working experience either in partnership development, business/market intelligence and/or research, advocacy
- Work experience in developing countries is highly desirable
- Demonstrated interest in the MENA region

**Language Requirements:**

- Fluency in English required;
- Knowledge of Arabic or French is an asset

**Other desirable education, languages and work experience:**

- Excellent analytical and drafting skills
- Excellent representation skills
- Previous engagement in volunteering activities is an asset

**VII. Training and Learning**

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

- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment;
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide ;
- Other training and learning opportunities, as presented in the UNDP JPO Orientation Programme ;
- In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: induction training

**VIII. Background Information****Information on the receiving office:****United Nations Volunteers Programme**

The United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. We work with partners to integrate qualified, highly motivated and well supported UN Volunteers into development programming and promote the value and global recognition of volunteerism.

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 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 aims at diversifying 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.

UNV has six Regional Offices in Amman (Arab States), Istanbul (Europe and the Commonwealth of Independent States), Bangkok (Asia and the Pacific), Dakar (West and Central Africa), Nairobi (East and Southern Africa) and Panama City (Latin America and the Caribbean).

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

### **Living conditions at the Duty Station: Amman**

**Location:** The Hashemite Kingdom of Jordan is strategically located in the Middle East covering a diversity of landscapes. Bound by Syria to the north, Iraq to the northeast, Saudi Arabia to the east and south, the Red Sea to the south and Israel and the Palestinian National Authority to the west.

**Weather:** The weather in Jordan is not too extreme. Summer is dry, with temperatures regularly reaching 35 degrees centigrade. The winter is colder with temperatures often dropping to freezing point. Amman is hot and sunny from May to October with cool, pleasant evenings, whereas winters are rainy with occasional short snowfalls.

**Safety and Security:** Jordan is a relatively stable country. The potentials for internal or external armed conflict are considered very unlikely in the current political environment. Peaceful demonstrations, and sometimes road blockages, do occur in Jordan motivated by domestic factors such as unemployment, deprivation of resources and development or for regional issues such as solidarity with the Palestinian cause or with the Syrian crises. Most of these events are driven by civil society unions and Islamic parties. Domestic tribal civil unrest sometimes turning violent especially outside the main cities due to tribal dispute or socio-economic reasons. In all occasions law enforcement agencies usually manage to contain the situation.

Road traffic accidents are the primary threat against UN personnel in Jordan. Poor road conditions and bad driving behaviours are the main reasons for the high rate for traffic accidents.

Amman is a category A duty station with security level 1.

**Transportation:** Taxis are abundant and readily available in Amman. Public minibuses are the most common form of public transport. They normally only leave when full, so waiting times of an hour or more are inevitable, especially in rural areas. The larger air-con buses offer a speedy and reliable service, departing according to a fixed schedule.

**Health Services:** Medical facilities are generally very good, particularly in Amman where there are several modern, well-equipped public and private hospitals. Almost all doctors (and most pharmacists) speak English; many have studied abroad.

**Language:** The official language of Jordan is Arabic, but English is widely spoken – especially in the cities. Many Jordanians have travelled or have been educated abroad so French, German, Italian and Spanish are also spoken, but to a lesser extent.

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

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-26 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**