



## UNITED NATIONS DEVELOPMENT PROGRAMME

### Junior Professional Officer Programme (JPO) Chiffre Nr. 2023-1-29

#### I. Position Information

**Title:** JPO Programme Analyst, Women's Economic Empowerment

**Main sector of assignment:** Crisis prevention, humanitarian relief and recovery

**Detailed sector of assignment:** Livelihoods and Economic Recovery

**Agency:** UNDP

**Department:** Crisis Bureau

**Country and Duty Station:** United States, New York

**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 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:**

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range

of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Crisis Bureau (CB) guides UNDP's corporate crisis-related strategies and vision for crisis prevention, response and recovery. The Bureau has the responsibility for support to prevention, crisis response, resilience and recovery work under the auspices of UNDP's Strategic Plan. On the other hand, 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. As part of the Global Policy Network (GPN), the Crisis Bureau works in an integrated manner with UNDP's Bureau for Policy and Programme Support (BPPS) ensuring that issues are fully integrated into UNDP's development programmes.

Within the CB, the Recovery Solutions and Human Mobility (RSHM) Team's work focuses on integrating UNDP's support to economic transitions, sustainable livelihoods recovery/diversification and, displacement and migration into a coherent recovery and sustainable development policy and programming framework in crisis and post crisis situations. The Team provides an integrated package of services covering strands of recovery and resilience including livelihoods and economic recovery, addressing the root causes of displacement and drivers of migration within the context of the UNDP Strategic Plan and support to SDG achievements early on in crisis and post crisis settings.

This position falls under the Recovery Solutions part of the Team's work, focusing on sustainable livelihoods and economic recovery and women's economic empowerment in fragile and crisis-affected contexts. Recently the team has developed global policy and programmatic guidance to support the work of country office teams related to livelihoods and economic recovery – these guides cover a broad spectrum of thematic areas, including women's economic empowerment, digital enabled livelihoods, community infrastructure and private sector development in fragile and crisis-affected contexts. The role of the Programme Analyst, Women's Economic Empowerment is to support the Team to operationalize these guidance documents, by completing research, organizing learning and peer-exchange opportunities with colleagues across UNDP, including the GPN, Regional Bureaux, Regional Hubs and country offices with the aim of enhancing UNDP's impact to promote women's economic empowerment in crisis settings. In addition to organizing learning webinars, the Programme Analyst will be responsible for setting up and managing communities of practice on the theme of women's economic empowerment in crisis settings. S/he will also be responsible for contributing to policy coordination and programmatic support to UNDP country offices on this thematic area.

### **Reporting structure and partners**

Under the overall supervision of the Global Policy Advisor, Livelihoods and Economic Recovery, and in close collaboration with other members of the Recovery Solutions and Human Mobility team, the Recovery Solutions Associate will be responsible for the effective and efficient functioning of day-to-day activities to promote learning and peer-exchange on Recovery Solutions. The Facilitator will coordinate with other teams within the GPN (in particular the Gender team/Gender and Crisis Facility and Financial Sector Hub teams), Regional Bureaux, Regional Hubs and country offices that have experiences on these themes to identify and share best practices and strengthen UNDP's work in this thematic area. S/he will also engage with external partners such as academic or research institutions to further promote learning on these themes.

### **III. Supervision**

**Title of Supervisor:** Global Policy Advisor, Recovery Solutions and Human Mobility

**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 Programme Analyst, Women's Economic Empowerment will be responsible for contributing to achieving following goals:

1. Support policy research and development on women's economic empowerment in fragile and crisis-affected settings and other related subjects such as private sector development, community infrastructure and livelihoods recovery
2. Provide programmatic support to country offices on women's economic empowerment
3. Support the UNDP's corporate position on women's economic empowerment in fragile and crisis-affected settings in inter-agency fora and global processes
4. Knowledge management and learning on women's economic empowerment within the UNDP

**1) Support policy research and development on women's economic empowerment in fragile and crisis-affected settings (30%)**

- Support the development of guidance on women's economic empowerment in fragile and crisis-affected settings and related tools for the implementation of global policy and programmatic standards, including testing and rolling out of tools in crisis and post crisis situations
- Support the coordination and conduct analysis of data, case evidence and research findings to better understand structural barriers for women's economic empowerment and distill relevant lessons from projects and programmes on this theme

- Support in providing guidance to policy teams in the Regional Hubs and Country Offices in applying policy and tools to crisis contexts
- Support the development of programme initiatives on women's economic empowerment for different contexts in collaboration with policy and programme teams in the GPN and Regional Hubs

## **2) Provide programmatic support to country offices on women's economic empowerment (30%)**

- Contribute to the development of multidimensional strategies at country and the regional level in response to addressing structural barriers for women's economic empowerment and ensure coherence between different thematic pillars
- Identify entry points for women's economic empowerment in immediate crisis response and contribute to the formulation of knowledge products and communities of practice

## **3) Support the UNDP's work on livelihoods and economic recovery, such as private sector development in crisis and post crisis settings (20%)**

- Support the development of solutions for private sector development, community infrastructure and livelihoods recovery in fragile and crisis-affected settings and related tools for the implementation of global policy and programmatic standards, including testing and rolling out of tools in crisis and post crisis situations
- Support the coordination and conduct analysis of data, case evidence and research findings to better understand structural barriers for women's economic empowerment and distill relevant lessons from projects and programmes on this theme
- Provide substantive input to contribute to mobilizing, fostering and strengthening strategic partnerships with UN entities and other relevant bodies
- Support and prepare for UNDP's participation and partnership building in relevant inter-agency fora with a focus on women's economic empowerment, livelihoods and economic recovery in fragile and crisis-affected settings
- Prepare briefing notes and speeches, as may be required.

## **4) Knowledge management and learning on women's economic empowerment within the UNDP (20%)**

- Ensure an online community around women's economic empowerment (and other recovery solutions thematic areas) in fragile and crisis-affected settings is engaged, on appropriate digital platform
- Organize trainings and events to keep them abreast of newest developments related to recovery solutions
- Set up a library in the online platform, and ensure that materials are up to date
- Engage with participants on their needs and offer top-notch services to recovery solutions experts

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

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

Description of Competency at Level Required: Level 3: Adapts deliverables to meet client needs

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

Description of Competency at Level Required: Level 3: Proactively seeks and recognizes contributions of others

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

Description of Competency at Level Required: Level 3: Appropriately involves team in different stages of work and decision-making

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

Description of Competency at Level Required: Level 3: Expresses information and views with adaptive reasoning and appreciation for complexity and variation

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

Description of Competency at Level Required: Level 3: Takes responsibility for addressing critical situations and delivering core value

### **Technical/Functional**

Core **Women's economic empowerment** (Knowledge of economic empowerment of women and application in the field) Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Core **Economic Recovery** (Knowledge of Economic Recovery concepts and the ability to apply to strategic and/or practical situations) Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Core **Project and programme management** (Ability to plan, organize and control resources, procedures and protocols to achieve specific goals) Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Core **Knowledge management** (Ability to capture, 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

Core **Partnerships** (Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships) Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work

Core **Resource Mobilization** (Ability to identify and organize programmes and projects to implement solutions and generate resources) Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work

### **VI. Recruitment Qualifications**

**Education: Master's Degree** in economics, gender studies, business administration, social sciences or related disciplines

**Experience:**

List out:

1. A minimum of two years of paid working experience in the area of women's economic empowerment, and/or livelihoods and job/employment creation, and private sector development in different development contexts
2. Experience in promoting learning and facilitating trainings on above topics using online platforms would be an asset
3. Experience working in developing and crisis country settings would be an asset

**Language Requirements:**

- Excellent oral and written command of English is required
- Working knowledge of French and/or Spanish and/or Arabic is an advantage

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

- Experience in the usage of computers and office software packages (MS Word Excel, PowerPoint etc.) required. Knowledge of spreadsheet and database packages desirable
- Experience in the usage of online meeting and collaboration platforms (Zoom, Teams, OneDrive, etc.) required
- Project management, strong IT skills and partnership engagement experience is also an advantage

**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 within the first 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

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-29 auf dem Bewerbungsbogen**

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