



UNITED NATIONS DEVELOPMENT PROGRAMME

Junior Professional Officer Programme (JPO) Chiffre Nr. 2024-2-54

I. Position Information

Title: JPO, Partnerships and Resource Mobilisation Analyst

Agency: United Nations Development Programme (UNDP)

Department: Chief Digital Office

Bureau: The Executive Office

Country and Duty Station: New York, USA

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. Background and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

The UNDP (United Nations Development Programme) 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. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.

As a JPO and young professional in UNDP you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.

The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including:

- Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities

- Establishment of a work plan, with clear key results
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives

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.

Organisational context

United Nations Development Programme (UNDP) is the development arm of the United Nations. Present in 170 countries with over 17,000 people, UNDP works on the world's biggest problems: extreme poverty, climate change, good governance, renewable energy, crisis prevention, and women's empowerment, among others.

We are leveraging the power of digital to propel all people forward, starting with digital initiative development, scaling innovation, and communicating this organizational change internally and externally. To achieve this, we need a team that's nimble, passionate, and has the technical skills required to help close the digital divide. Emerging digital technologies can profoundly improve the lives of those furthest behind. Recognizing this potential, UNDP launched an organization-wide digital transformation. UNDP's 2019-2021 Digital Strategy has led to the creation of a new Chief Digital Office (CDO), charged with leading the next wave of innovation in sustainable development. The CDO exists within UNDP to help governments and active parties around the world to create the role of moral purpose for digital innovation and fulfil it. The office exists to empower them with pioneering solutions and practices that can be scaled and replicated, and to change how we innovate in a connected age.

III. Position Purpose

Specific functions in support of the Chief Digital Office team include:

External partners are key to amplifying this multiplier effect. The CDO has been strategically identifying and engaging with the right partners to support and enhance the UNDP's digital transformation work, in accordance with the new Digital Strategy and Strategic Plan.

The Chief Digital Office seeks a JPO to assist the team. The JPO will play a key role in supporting the Chief Digital Officer, as well as developing and executing strategies for engaging with multilateral organizations and member states. This effort aims to strengthen CDO's strategic positioning and foster partnerships and collaborations that support the UNDP's digital transformation goals.

IV. Key Duties and Accountabilities

Research and analysis on digital development trends (funding and programmatic):

- Lead analysis of trends, to better understand funding opportunities for digital development work.
- Develop profiles for relevant and potential donors/partners, including the non-DAC, and/or update existing partnership notes and case studies on UNDP digital partnerships.
- Contribute to the implementation, of UNDP's Digital Strategy partnership/ engagement strategies.
- Contribute to high-level presentations and briefing notes to strengthen UNDP's position and engagement on digital work.

Strategic Positioning of UNDP's Digital Initiatives:

- Track ongoing engagement with strategic partners, with a focus on existing and prospect donors and UNDP Member States.
- Support ongoing institutional conversations such as the Executive Board, donor consultations, interactive dialogues, etc. and ensure proactive follow-up on feedback on strategic direction.
- Keep close communication with other relevant units across UNDP, including BERA and Regional Bureaux.
- Prepare briefs and compelling presentations for senior members of UNDP.
- Manage content of partnership and advocacy activities for internal and external updates (e.g. contributing to donor reports, etc.).

Contribute to the strategic communication related to partnership engagement, and develop related materials for external partners:

- Prepare visibility materials in collaboration with the digital comms team (e.g. donor pitch decks, digital work brochure, etc.).
- Update Partnership Library, both within CDO and for UNDP institutionally as needed.
- Liaise with UNDP corporate communications team to update UNDP's website pages on digital work where there is opportunity to feature main donors.
- Support editing, translation, printing and dissemination of publications, online and audio-visual materials.
- Support the preparation of visuals, flyers and other outreach materials for programme activities.

V. Recruitment Qualifications

Education:

Master's Degree in international affairs, Business, economics, development studies or a related area.

Experience, Knowledge and Skills:

- A Minimum of two years of relevant experience in development, Business, international relations, social science, economics, finance, communications, or related field.
- Experience working with development partners and/or on partnership approaches and or strategies, and/or partner relations.

Language Requirements:

- Required: Fluent oral and written English
- Knowledge of other UN languages

Expected Demonstration of Competencies - Competency Levels:

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

Thematic Area/ Name: 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.

Thematic Area/ Name: Partnership Management/ Resource Mobilisation: Ability to identify funding sources, match funding needs (programmes/projects/initiatives) with funding opportunities, and establish a plan to meet funding requirements.

Thematic Area/ Name: Communications/ Writing and editing: Ability to create and/or edit written content.

Thematic Area/ Name: Business Management/ Partnerships Management: Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies.

Thematic Area/ Name: Business Management/ Digital Awareness and Literacy: Ability and inclination to rapidly adopt new technologies, either through skilfully grasping their usage or through understanding their impact and empowering others to use them as needed.

Thematic Area/ Name: Business Management/ Working with Evidence and Data: Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making.

Business Management/ Customer Satisfaction/Client Management: Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs.

VI. Keywords

- Partnership building
- Resource mobilization
- Communication
- Ability to analyse and present data

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2024-2-54 auf dem Bewerbungsbogen.

Alle Informationen finden Sie unter www.bfio.de