

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Sustainable Development

Sector of Assignment: Sustainable Development

Organization/Office:
United Nations / UN Development Coordination Office

Duty Station:
Amman, Jordan

[Non-Family Duty Station: yes / no X]

Duration:
1 year (with possible extension for another year)
[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Direct Supervision by: Laila Baker

Title of Supervisor:
Regional Director

Content and methodology of supervision:
Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor. Progress will be reviewed with supervisor on bi-annual basis.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

Supervision will also include:

- Easy access to and weekly meeting with the supervisor
- Structured guidance, especially in the beginning of the assignment, with a view to and gradually increasing the responsibilities of the JPO
- Knowledge sharing and performance/development feedback throughout the assignment

- Participation in weekly office meetings to ensure smooth integration into the team and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise

III. Duties, Responsibilities and Output Expectations

1. Strategic coordination: Support strengthening of inter-agency coordination for national SDG implementation

- Support the identification and development of opportunities for outreach and advocacy by the UN Country Team (UNCT) on sustainable development, SDG and UN contributions at country level
- Contribute to strengthened UN partnership with government under the SDG national vision and action plan, facilitating UN alignment and linking with country-level priorities
- Function as focal point for a UN-Government SDG mechanism responsible for the oversight of SDG roadmap that ensures national policy alignment
- Support the implementation of Mainstreaming, Acceleration and Policy Support (MAPS) initiative/action plan, including the identification of SDG accelerators to be implemented through among other UN joint programming and programmes
- Support the UN and national partners in mapping of new and innovative financing options (Addis Ababa Action Agenda)

2. Results-based management: Provision of coordination support for UNSF implementation and UNSDCF planning

- Assist with the deployment of UNINFO as results database, with links to data for sustainable development, including the SDG indicators
- Compile information and provide analytical and coordination support in the preparation and implementation of country programming processes and products, specifically the UN Strategic Framework (UNSF) evaluation, the common country assessment and the UN Sustainable Development Cooperation Framework (UNSDCF) preparation, notably results matrix.
- Provide effective liaison and promote efficient interaction between UNSF Pillar/Outcome Group and selected thematic working group(s) in the preparation and implementation of the annual UNSF Joint Work Plan, thereby strengthening the results focus;
- Assist in the preparation of joint UN initiatives, including by regularly updating of the information on ongoing joint programmes and of data on funding requirements
- Facilitate and contribute to production of regular publication and other media products demonstrating UN results at country level

3. Knowledge management: Facilitation of knowledge sharing and development

- Identify national policies and institutions that require strengthening to ensure effective SDG and UNSF implementation, and suggest options for support
- Identify and synthesize good practice and lessons learnt directly linked to key country sustainable development policy goals and priority UNSF Outcomes, and share and promote with key national stakeholders and UN Outcome Groups
- Provide referral services for agencies without field representation to access national institutions and processes and for national partners to access the expertise of agencies without field representation;
- Pro-actively contribute to knowledge networks and communities of practice in areas related to coordination, providing regular feedback to UNDCO team on global practice and innovative ideas;

4. General coordination support, including on the UN development system reform implementation at country level

- Monitor and report on the implementation of the UN development system reform at regional level
- As UNDCO focal point, monitor and support the implementation of the UN Business Operations Strategy at country level.
- Assist UNDCO initiative and action to support the Government in strengthening national coordination capacity

- Assist the UNDCO in the day-to-day systematization of activities, making sure that notes and reports are timely drafted; reviews and analysis are shared within the unit; innovative ideas are brought forward.
- Support preparation of talking points for the UNRD and designated speakers in close consultation with relevant UN agencies and organizations.
- Contribute flexibly to other activities of the UNDCO team in support of the RC system and Delivering as One, including backstopping arrangements.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in business administration, management, economics or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:

- A minimum of two years of progressively responsible experience in project or programme management, administration, or a related area, is required.
- Experience in the UN inter-agency collaboration and development cooperation is desirable.
- Experience in operations management is desirable.
- Experience in the UN system or a comparable international organization is desirable.
- Experience working at the headquarters of a development cooperation organization is desirable. Field experience in development cooperation is desirable.
- Languages: English and French are the two working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another UN official language is an advantage.

Languages:

Working knowledge of English, including excellent writing skills. Proficiency in Arabic and French languages is an advantage, but not a requirement.

Other skills:

Computer skills in a standard language is a requirement.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress



or setbacks in projects; Meets timeline for delivery of products or services to client

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have skills and experience to undertake basic coordination functions at the country level and to pursue rich and varied professional development opportunities, spanning programmatic to technical expertise and cross-cutting skills, such as programme monitoring and reporting, and partner coordination.

The JPO will have/be able to:

- Apply results-based planning and programming, in particular development and monitoring of results matrix
- Competent to apply a range of analytical activities and products, such as database management, preparation of dashboard inputs, mapping and gap analysis, trend analysis, information management, and similar
- Write review and assessment reports and periodic reports, including formulation of remedial action proposals
- Write thematic/issue reports
- Formulate and assess joint programme/project proposals
- Apply partner coordination approaches and techniques
- Competently work with knowledge management processes and tools

VI. Background Information

- I. General information about the organizational structure of the local UN organization (including an organigram), number of international and national staff in the whole office and in the unit where the JPO will be working etc.
- The UN Development Coordination Office (UNDCO) as the designated representative of the UN Secretary-General in Arab States guides the UN's engagement in development activities in the country. The UNDCO's main responsibilities include ensuring the coordination of the UN development activities, creating a platform for coordinated delivery, promoting the enhancement of national capacities, and ensuring effective advocacy of UN values, standards, principles and activities on behalf of the UN with the highest level of Government. The DCO is also responsible for advancing the UN Secretary-General's 'increased coherence' agenda in Arab States. Its goal is to bring UN agencies, funds and programmes to work more closely together to increase effectiveness, relevance and efficiency. The UNDCO and UNRCs are committed to and have engaged in implementation of the reform of the UN development system in Arab States.
- The UNDCO is supported by a multi-disciplinary team at the UN Development Coordination Office, which supports the Countries in the region and the UN Country Team; its main functions are to:
 - Strengthen the coordination of development activities within the UN and between the UN and national counterparts/partners;
 - Further coherence within the UN by way of joint strategic planning and programming of development activities, through the United Nations Strategic Framework (UNSF);
 - Strengthen joint communications, advocacy and reporting on the collective contribution of the UN to the development of Arab States;
 - Support the harmonization and simplification of business practices and administrative procedures; and;
 - Engage in joint resource mobilization.

Living conditions at the Duty Station: Amman is a vibrant city offering all necessary amenities and living facilities.

The UN Development Coordination Office (UNDCO) Office in Amman is a non-smoking environm

