



UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

Please use this format to request a JPO for your office. The Job Description should be specific and comprehensive and UN/UNDP abbreviations should be spelled out in full.

I. Position Information

JPO functional title: Analyst	Programme	Grade Level: (P2)
Main sector of assignment:	Crisis prevention, humanitarian relief and recovery	Country and Duty Station: Belgium, Brussels
Detailed sector of assignment:	EU UNDP Partnership – Crisis and Fragility	Duty Station status: Family (staff member and eligible family members)
Agency:	UNDP	Duration and Type of Assignment: One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement
Department:	Crisis Bureau	
Reports to: Programme Specialist	Policy and	
Position Status:	Non-rotational	
Job Family:		

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:

The United Nations Development Programme (UNDP) is a major partner of the European Union (EU). UNDP and the EU is partnering in nearly 140 countries to deepen democratic governance, prevent or recover from conflict and natural disasters, build resilience and adapt to climate change. Being the largest source of donor aid in the world (55.2% of global ODA in 2019) and an active political driving force on the world stage, the European Union and its Member States represent de facto a very important partner for UNDP.

Delivering development programmes in situation of crisis fragility is central to the EU-UNDP partnership. More than 40% of all programmatic partnerships signed between UNDP and the EU in the current EU budget cycle (2014-2020) were directly related to crisis and fragility representing 60% of all resources mobilized since 2014 (€ 1.4 billion dedicated to respond to challenges related to crisis and fragility). In 2020, more than 75% of the EU resources allocated



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to UNDP were in support of crisis prevention and recovery programmes. Most of the EU-UNDP partnership in the area of crisis and fragility is focused on the Africa Region (Sahel and Lake Chad Basin) and the Arab States (Lebanon, Yemen, Iraq and Libya).

UNDP builds on its expertise, experience and network in crisis, fragile and political sensitive contexts to maintain a continuous engagement with the EU at policy level. EU and UNDP leadership meet frequently at the global, regional and country level to compare note, assessments and exchange policy views. Joint methodologies and guidance notes have been developed in conflict prevention, peacebuilding, stabilisation and resilience and joint workshops are organised regularly to align global policies related to crisis and fragility.

UNDP is building a more strategic and programmatic-based relationship with the European Commission and its Member States by establishing itself as a central partner for resilience-strengthening interventions in prevention, crisis response, stabilisation and recovery. The UNDP Crisis Bureau team in Brussels provides a ‘one stop shop’ for the EU on issues related to crisis and fragility through which UNDP mix of inputs can be accessed including policy coherence, portfolio management and new programmatic partnerships.

Reporting structure and partners

The JPO will work as part of the Crisis Bureau team which is embedded in the UNDP Brussels Representation Office (BRO). The Crisis Bureau Team in Brussels is part of the Crisis and Fragility Policy and Engagement Team (CFPET) of the Crisis Bureau mainly based in New York but with physical presence also in Brussels and Geneva.

By placing a JPO in the UNDP Crisis Bureau team in Brussels the intention is to support the partnership with the EU and Brussels based representations in area of crisis and fragility. The position will focus notably on UNDP’s engagement with ECHO, the Humanitarian-Development-Peace Nexus and UNDP-EU partnership in emergencies and cover all regions, with a specific emphasis on the Sahel and the Arab States Region.

The JPO will work in close collaboration with all units in UNDP Brussels Office, UNDP technical experts at the global, regional and country level and UN Entities based in Brussels (including UNICEF, UNHCR, IOM, UNLOPS and UN WOMEN). S/he will be in close contact with EU Institutions managing EU External Aid and Humanitarian Assistance (DG ECHO, DG DEVCO, DG NEAR, EEAS and FPI). S/he will receive daily guidance from the Programme and Policy Specialist - Crisis and Fragility also based in Brussels.

III. Supervision

Name of Supervisor: Antoine Haarman

Title of Supervisor: Policy and Programme Specialist

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



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- 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

III. Duties and Responsibilities and Output expectations

The JPO will work under the supervision of the Policy and Programme Specialist – Crisis and Fragility and close collaboration with the Policy Specialist for Conflict Prevention. S/he will also work in close collaboration with Regional Bureau Programme Specialists based in Brussels (Europe, Arab States and Africa) and Crisis Bureau Policy Advisors globally. S/he will support regular engagement with EU institutions and Member States, policy coordination and knowledge management on issues related to crisis and fragility. S/he will provide technical assistance to UNDP Country Offices for the development of ECHO proposals.

Contribute to a continuous EU-UNDP engagement on issues related to crisis and fragility

- Support continuous engagement between UNDP and EU institutions (in particular ECHO) to increase collaboration in preparedness, prevention and resilience and interlinkages between humanitarian, development and peace interventions;
- Support missions to Brussels of UNDP Crisis Bureau Policy Advisors and Country Offices leadership from priority countries - mainly in the Sahel, Lake Chad Basin and Arab States. Organize targeted meetings with relevant EU institutions (in particular ECHO) and ensure appropriate follow up;
- Support the organisation of briefings to EU Institutions and Member States on thematic issues or priority countries through existing Brussels-based humanitarian and development working groups (COHAFA and CODEV) and ad-hoc round table meetings;
- Support joint EU-UNDP participation to global events such as the Paris Peace Forum or the World Bank Fragility forum by proactively sourcing joint initiatives at the crossroad of humanitarian action and development and coordinating joint proposals;
- Coordinate the preparation of briefing notes in coordination with UNDP technical and geographic experts and share key results from EU-UNDP meetings;

Support policy coordination with the EU on humanitarian-development-peace nexus, human mobility and resilience

- Through active engagement with relevant EU institutions (in particular ECHO), track and analyses EU policy initiatives and identify possible entry points for collaboration;
- Participate in meetings workshops and round tables on key policy issues of joint EU-UNDP interest. Organise regular meetings between UNDP and EU technical experts on these topics;
- Ensure UNDP strategic contribution to Brussels-based events related to the humanitarian-development-peace nexus, human mobility and resilience;
- Support UNDP participation in relevant EU-UN task forces and coordinate UNDP's inputs in EU policy processes and initiatives;
- Develop and maintain a relevant network of contacts with EU policy makers, think tanks and NGOs in to ensure UNDP's visibility in key discussion forums;



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- Provide analysis of key development and formulation of strategic recommendations for UNDP positioning.

Provide technical support to UNDP Country Offices for ECHO Humanitarian Implementation Plans

- Support Country Offices engagement in preparation of the Humanitarian Implementation Plans (HIPs) and dissemination of the HIPs;
- Communicate to ECHO Humanitarian Implementation Plans (HIP) to selected Country Offices as per an existing business process and identify areas of potential collaboration;
- Coordinate support to Country Offices and relevant UNDP units in the inception, elaboration and submission of proposals to ECHO;
- Ensure that Country Offices reporting to ECHO follow EU-UN conditions in close collaboration with the UNDP contracting management unit;

Knowledge Development and Management

- Coordinate the preparation of a monthly newsletter on UNDP-EU partnership on Crisis and Fragility;
- Ensure that information on the UNDP intranet on EU-UNDP partnership on Crisis and Fragility is up to date;
- Increase coordination and collaboration with UN Humanitarian agencies in liaison with the Humanitarian-Development-Peace Nexus;
- Provide regular updates to the Policy and Programme Specialist – Crisis and Fragility- on the evolution of the EU humanitarian and recovery policies;
- Prepare and systematically disseminate information to strategic partners in Brussels, on UNDP’s policy and programmatic work;
- Assist programme team in Brussels on maintaining database on EC-financed and ensure that updated briefs are available for UNDP Senior Management’s visits to Brussels;

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</p>	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis



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Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	
Substantive positioning of UNDP <i>Knowledge of global institutions (such as the UN, IFIs), processes (such as G20 and various UN initiatives), good grasp of UNDP's niche, and ability to engage and foster strong networks with those institutions</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Partnerships <i>Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Resource Mobilization <i>Ability to identify and organize programmes and projects to implement solutions and generate resources (definition is unclear and not well linked to the stated competency)</i>	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Substantive Networking <i>Ability to substantively engage and foster networks with academia, research institutions, and think tanks</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Policy and Planning <i>Ability to establish mechanisms, processes, resources in support of policy development</i>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work

V. Recruitment Qualifications	
Education:	Master's Degree or equivalent Advanced Degree in a related field of expertise
Experience:	List out: 1. A minimum of two years of paid working experience in a relevant field 2. On-the-ground work experience in developing countries preferably in the Arab States or Africa Region; 3. Knowledge of the UN and/or the EU is a strong asset. Please do not duplicate what has been covered in the responsibilities & competency section.
Language Requirements:	<ul style="list-style-type: none"> Working knowledge of French and English
Other desirable education, languages and work experience:	Describe any additional qualifications: <ul style="list-style-type: none"> Required computer skills in a standardized language Any required certifications Any required training



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VI. 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:

VII. Background Information

Information on the receiving office:

(Provide basic information on the office: number of international/national staff in the whole office and in the unit where the JPO will be working, etc. Give a short background of the programme/projects the JPO will be working on: history, recent and upcoming developments.)

The UNDP Brussels Office has been in existence since 1995 and has steadily intensified its relations with the EU institutions at both strategic, programmatic and project levels. Being the largest source of donor aid in the world (55% of global ODA) and an increasingly active political driving force on the world stage, the European Union and its Member States represent de facto a very important partner for UNDP.

Organization chart: Attach an up-to-date **organization chart** of the office and indicate where the JPO would be assigned.

Living conditions at the Duty Station:

Belgium, with its population of approximately 11,2 million, is a constitutional monarchy and a federal state. The country is made up of two major language groups, the Dutch-speaking Flemish and the French-speaking Wallonia and a smaller German-speaking minority. Brussels, the capital of Belgium, is bilingual (Flemish and French). Belgium is home to the EU institutions, the North Atlantic Treaty Organisation (NATO) and many international bodies and think-tanks.

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

Approved by:

Name of the Head of Office:

Title of the Head of Office:



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