

# Advertisement

Junior Professional Officer

**Programme Analyst**

**Energy and Environment**

UNDP Rwanda

8 May 2012



## I General information

<b>Title:</b>	Programme Analyst
<b>Sector of Assignment:</b>	Energy and Environment
<b>Country:</b>	Rwanda
<b>Location (City):</b>	Kigali
<b>Agency:</b>	UNDP
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**Note :** This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries** – see criteria at the website of the Dutch Ministry of Foreign Affairs:

<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

## II Duties, responsibilities and Output Expectations

### General

1. Programme Management
  - Manage operation of ongoing programmes/projects together with programme associates and interact with One UN Environment Theme Group (30%)
2. Support to new programmes
  - Establish new programmes/projects based on United Nations Development Assistance Framework (UNDAF)/ Common Operational Document (COD), situation analysis, and requests from the Government of Rwanda (including support of energy programme/projects establishment conducted by an energy advisor at the unit) (40%)
3. Support to unit and to wider UN environment initiatives
  - Support the Head of Unit (HoU) with regard to operation of the UNDAF Environment Theme Group (10%)
  - Support HoU in the unit management (10%)
  - Support HoU for any other businesses necessary such as speech writing, presentation preparation, letter drafting, etc. (5%)
  - Promote greening initiative for UNDP and One UN (5%)

### **III Training component: Learning elements and expectations**

Upon completion of the assignment the JPO will have/ will be able to:

- The incumbent will have a chance to master the general system of programme/project management right after joining the duty station. He/she is expected to obtain relevant information to analyse the environmental situation of Rwanda within six months, and he/she can start to propose new concrete programme/project ideas by the end of Year 1.
- In the second year, JPO can enjoy on-the-job experiences on not only how to manage existing programmes/projects smoothly but also how to take concrete steps to establish new programmes/projects.
- The incumbent will improve on skills such as advocacy, working within teams and communication on technical issues related to environment to non-technical audiences including rural beneficiaries of projects and decisions makers.

The JPO training programme includes the following learning elements:

- The JPO has an opportunity to join the corporate UNDP induction course in New York after spending a few to several months at the duty station.
- Also, opportunities to take various online courses produced by global UNDP will be offered.
- Additional training chances will be also provided based on the condition of training funds available for each JPO from different countries.

### **IV Supervision**

#### **Title of supervisor:**

Head, Environment Unit

#### **Content and methodology of supervision**

As part of the Environment Unit the JPO will participate in Unit work planning. Supervisor receives JPO and discusses progress through weekly meetings with unit members. Monthly supervision/coaching prescribed during first year for JPOs during their induction to UNDP. The Country Director is involved in this exercise to ensure better orientation and adaptation of JPO. RCA (Results and Competency Assessment – corporate performance evaluation) system is enforced and in particular mid-term and annual evaluations are mandatory.

### **V Required Qualifications and Experience**

#### **Education:**

Master Degree or equivalent in Environment, Development Studies, Agriculture, Public Administration, Economics, Political Sciences or related field.

#### **Working experience :**

Preferably 2 (to maximum 4) years of relevant experience at the national or international levels in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects and establishing inter-relationships with regard to environmental/energy issues.

#### **Languages :**

Fluency in written and spoken English is required, additional fluency in spoken and written French is a strong advantage.

#### **Key competencies**

- Analytical skills and ability
- Strategic thinking including application to key environment concerns of Rwanda;
- Experience in the use of computers and office software packages (at least Microsoft Word, Excel, and Power Point) and good experience in handling of web based management systems.

- Ability to work in a team
- Ability to adapt to cultural differences
- Ability to work effectively under pressure.

## **VI Background information on Agency/Department/Section**

Environment for sustainable development in Rwanda has never been considered a national priority until post war of 1994. Environment management in Rwanda began with the creation of the Ministry of Land, Environment, Forestry, Water and Natural Resources (MINITERE) in 1999. The mandate of MINITERE was to develop policies and programs geared toward the management of environment and natural resources.

The new national development programs notably economic development program for poverty reduction and the Rwanda's Vision 2020 strategy now strongly recognize environment as a key sector for economic and sustainable development. Environmental management has emerged as a real development issue for decision makers and from the perspective of the MINITERE (present MINIRENA). The government is now more aware of the linkage between environment degradation and poverty. The Rwandan government understands at present the complex dynamic relationship between environmental degradation and economic performance. As a result, there has been progress in capacity development, particularly with the creation of environmental and land use laws and regulations. However, as one of the least developed countries and the most densely populated countries in Africa, and as more than 80% of people are living off subsistence agricultural activities, the environmental vulnerability of Rwanda is still very high and various measures to reinforce environmental mainstreaming need to be taken.

## **VII Information on living conditions at Duty Station**

Kigali is a clean city of about 1 million of population. The security condition is fine and there is no serious security issue currently. Rwanda has excellent climate moderated by high altitude. Private sector development is on the increase and social life is becoming more vibrant. Kigali is cosmopolitan with residents from many parts of the world working for bilateral , multilateral agencies or the private sector.

For further information, you may wish to refer to the UN pamphlet :

[www.jposc.org/documents/Vacancy/Welcome note Rwanda NOVEMBER 2011.pdf](http://www.jposc.org/documents/Vacancy/Welcome%20note%20Rwanda%20NOVEMBER%202011.pdf)

## **VIII How to apply**

Eligible candidates are requested to submit an on-line application at the following link:

[http://www.jposc.org/content/programme/current\\_vacancies-en.html](http://www.jposc.org/content/programme/current_vacancies-en.html)

**The deadline for receipt of applications is 12 noon Tuesday 8 May 2012.**

Applications received after this will not be considered. In view of the volume of applications, only candidates being invited for an interview will be contacted.

All applicants will receive acknowledgement of receipt of their submission