

## TERMS OF REFERENCE

### Junior Professional Officers (JPO)



#### I. General Information:

Title:

Policy Analyst - Political Economy

Sector of Assignment:

Governance and human rights

Country:

Senegal

Location (city):

Dakar

Agency:

UNDP

Duration of Assignment:

Initially one year with the possibility to extend up to 3 years

Grade:

P1 step 1 or P2 step 1 in the first year, depending on the level of education and 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](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme))**

#### II. Supervision:

Title of Supervisor:

Practice Leader, Democratic Governance, UNDP Regional Centre, Dakar

Content and methodology of supervision:

Day to day work with the Practice Leader (Supervisor) and colleagues, weekly meetings with the Practice Leader, regular feedback meetings, quarterly and annual formal feedback sessions on performance against established work plan.

#### III. Duties, Responsibilities and Output Expectations:

The Analyst's duties will be framed within the Democratic Governance Practice Annual Work Plan, prepared by the DG Practice Leader and approved by the Regional Bureau for Africa

The analyst's responsibilities, as part of an integrated and cohesive team of governance advisers, will focus on:

1. Mapping democratic governance trends and their impact on development and political economy in West and Central Africa, and ensure linkages with the work done by other key stake-holders such as ECOWAS and UNOWA (25%)
2. In collaboration with the Practice Leader, research, develop and disseminate knowledge based tools, such as case studies, reports, policy positions, practice notes, concept papers, primers and other interventions to help influence/advance policy dialogue in the area (25%)
3. Support and take part in the provision of technical backstopping in the development and organization of capacity development workshops and seminars relevant to political economy and democratic governance (25%)
4. Assist the Practice Leader in the development, monitoring and reporting to HQ, donors etc. with respect to the implementation of Annual work Plans, regional projects and global program components (25%)

#### **IV. Qualifications and Experience:**

**Education:**

Master's Degree or equivalent in political science, international relations or law.

**Work Experience (at least 1 to 2 years relevant work experience):**

Preferably 2 years of relevant professional experience

**Key Competencies of the assignment:**

- Good knowledge of democratic governance;
- Good knowledge of the political challenges in West and Central Africa;
- Work experience in Africa (preferred);
- Excellent writing, editing and communication skills;
- Fluency in spoken and written English and French
- Team-player and organizational skills.

#### **V. Learning Expectations:**

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

The Policy analyst will benefit from an orientation program upon arrival to the Regional Centre in Dakar comprised of in-house briefings, meetings with the Democratic Governance Team; other Practices and outside partners. S/he will work closely with the DG Practice Leader, who will be responsible for the JPO's induction.

Formalized training will include the JPO induction course in New York, and through participation in relevant workshops, seminars and training courses.

The assignment will give the policy analyst the opportunity to become intimately familiar with democratic governance policy making and programming processes in West and Central Africa, and will have assisted in getting a clearer view on the role of political economy in development. More specifically, upon completion of the assignment the policy analyst will be able to:

1. Provide technical support on democratic governance issues, including political economy analysis and country-led democratic governance assessments;
2. Provide capacity development assistance to Country Offices and senior representatives in democratic governance and political economy.

#### **VI. Background Information:**

Support to democratic governance in Africa builds on the long UN tradition of governance support and focuses on three key areas outlined in UNDP's Strategic Plan (2008-2011) namely:

1. Enhancing participation and civic engagement in public affairs (political and economic);
2. Strengthening capacity, responsiveness, and effectiveness of the State as a whole;
3. Ensuring that national policies, processes and institutions are founded on democratic governance principles.

The goal of the Democratic Governance Practice in the regional centre is to strengthen the democratic process in West and Central Africa and help public institutions become efficient, effective and accountable, based on the principles of human rights, the rule of law, gender and anti-corruption, and therefore contribute to an environment where the people and their institutions can interact in a vibrant, participatory and transparent manner.

UNDP's capacity in the sub-region to promote democratic governance is demonstrated through a portfolio of more than 270 ongoing projects in 22 countries with an annual turnover of more than US \$ 113 million. To assist in the further deepening of democratic governance in West and Central Africa, the Democratic Governance Team in RCD will provide policy, programming, knowledge management and capacity development support to Country Offices in: civic engagement, access to justice and human rights, electoral systems and processes, local governance and decentralization, anti-corruption, parliamentary development and political parties, public administration reform, access to information and e-governance, women's political empowerment, and country led democratic governance assessments.

## **VII. Information About Living Conditions at the Duty Station:**

Dakar, the capital of Senegal is quite a safe city and is classified "A", the least hardship for a developing country. The weather at duty station is tropical and rather hot during the period May to October with rainy season from July to October. The Senegalese people are very friendly and known for their great hospitality.

All western amenities (food, clothing, restaurants, French and International schools, as well as good medical structures) are available in the city.

The international airport serves most West African and European cities. Excellent internet connections are available, as well as hotels to host conferences, meetings and training courses, with printing and publishing service providers, etc. There are taxi services around the Airport and at hotels. Prices can be negotiated before hiring the cab. As a guide, the rate is around 3000 FCFA from the Airport to the city centre. For short trips, the rate may vary from 1000 FCFA to 1500 FCFA within the City Center.

Working conditions in Dakar are among the best in West Africa. The cost of living is very acceptable and accommodation is available at all price levels.

Security is good. However, it is recommend to take the necessary steps to avoid carrying valuables on your person. It could be preferable to leave them at the hotel reception for safekeeping.

### **How to Apply:**

Eligible candidates are requested to submit an online 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 midday, Monday 6 September 2010.**

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