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Junior Professional Officer		
<i>Programme Analyst</i>		
<i>UNDP</i>	<i>Closing date: 18 August 2014</i>	

I General information

Title:	<i>Governance of Local Development Analyst</i>
Sector of Assignment:	<i>Local development finance and inclusive finance</i>
Country:	<i>Burundi</i>
Location (City):	<i>Bujumbura</i>
Agency:	<i>UNDP</i>
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 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** . For the list of eligible of countries:

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf>

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

II Duties, responsibilities and Output Expectations

General

The Local development Ministry has developed a decentralization policy with its action plan. The Ministry is facing many challenges in its implementation and needs:

- Support in strategic planning, implementation, monitoring and evaluation capacity development at central level within the different departments in charge of local governance, local development and technical structures; at the provincial and local level regarding strategic planning and offers services.
- Support for the implementation of Communal community development plans (PCDC) at the level of municipalities, while ensuring the technical capacity development of the local level actors and benefiting from exchange of successful local development experiences.
- Development of regional and local initiatives with international cooperation in response to the priorities defined in the PCDCs.

1. Responsibility 1 - PROJECT IMPLEMENTATION QUALITY CONTROL

Summary of duties and expected output

- Accompany the project team in the implementation, monitoring and evaluation of the various activities of the programme

- Involved in the continuous monitoring of the adequacy of different activities with work plans, at the national and local level with the provisions of the Documents of specific projects to each donor, and propose any necessary adjustments;
- Contribute to the process of evaluation of institutions partners involved in implementing national implementation activities of the program (PCD),
- Analyze continuously the status of the project concerning the link between technical and financial program, identify and inform the STA of potential problems and contribute to the development of adequate solutions;

2. Responsibility 2 - SUPPORT TO THE PROJECT MANGEMENT UNIT

Summary of duties and expected output

- Support the project team in planning, management and technical monitoring of the project activities in Burundi in cooperation with national partners and the actors in decentralization; Support the development of the annual work Plans and ensure the monitoring of the actions planned in consultation with UNDP and the ministries concerned;
- Support the technical work done by teams in each province of intervention, including the Area Manager, the Focal Point and other project staff; Support the coordination of the activities of the provincial teams and ensure communication and sharing of information;
- Support the monitoring of the meetings, information and training sessions at the national level (meeting with donors, the United Nations system agencies, etc.) and workshops and other meetings organized under the Project;
- Monitor and ensure the formulation, implementation and monitoring of regional projects and initiatives and local in response to the PCDCs of the priority areas in consultation with the provincial teams and international cooperation partners.
- Ensure the cycle of training and technical capacity development for the local actors in management, monitoring & evaluation of development;

3. Responsibility 3 - SUPPORT IN COMMUNICATION AND MOBILIZATION OF INTERNATIONAL DEVELOPMENT PARTNERS

Summary of duties and expected output

- Ensure the sharing of information in internal and external with the partners of the program at the national and international levels;
- Ensure the use of tools of quality to ensure regular communication and quality among the project partners;
- Organize and ensure with the assistance of the supervisor the flow of information between the partners of the Program, and ensure the quality control of the information provided;
- Contribute in collecting information required for the coordination between the Project and other projects and Programs of cooperation of UNDP and the United Nations system in Burundi.

III Training component: Learning elements and expectations

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

- Upon completion of the assignment, it is expected that the Governance and Local development Analyst (GLDA) will acquire excellent experience in project management in terms of programmatic, financial and administrative management and monitoring of projects under the Unit's portfolio.
- The (GLDA) will also gain experience in partnership development and different institutional and capacity development approaches.
- Moreover, he will get an in-depth understanding of the political, socio-economic and institutional set-up together.

The JPO training programme includes the following learning elements:

- Participation in a two-week long Programme Policy and Operations Induction Course in New

<ul style="list-style-type: none"> • York within the first 3 to 6 months of assignment • Use of yearly JPO duty-related travel and training allocation (DTTA) • Other training and learning opportunities
<p>IV Supervision</p> <p>Title of supervisor: Senior Technical Advisor (STA)</p> <p>Content and methodology of supervision</p> <ul style="list-style-type: none"> • 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 • 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 and Development (PMD)
<p>V Required Qualifications and Experience</p> <p>Education: Master's degree or equivalent in one or more of the following disciplines: development cooperation, international relations or related field. A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (4 years of relevant working experience, but not more than 5 years) may be accepted in lieu of an advanced university degree.</p> <p>Working experience : Preferably 2 to maximum 4 years relevant working experience in the field of implementation and monitoring of development projects. Familiarity with the UN Common System is an asset.</p> <p>Languages : Excellent drafting ability in French and English (read, spoken and written)</p> <p>Key competencies</p> <ul style="list-style-type: none"> • Relating and Networking: easily establishes good relationships with external partners and staff; builds wide and effective networks within the wider UN system and with external parties • Knowledge Management and Learning: shares knowledge and experience; actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills. • Leadership and Self-Management: focuses on result for the client and responds positively to feedback; Consistently approaches work with energy and a positive, constructive attitude; Remains calm, in control and good humored even under pressure
<p>VI Background information on Agency/Department/Section</p> <p>The GLDA will report to the STA and work closely with a project management team composed by 4 national professionals, 6 national UNV, 3 project assistants and 8 drivers. Reference to website http://www.bi.undp.org/content/burundi/fr/home.html</p>
<p>VII Information on living conditions at Duty Station</p> <p>Bujumbura is a family duty station. The GLDA will be based at Bujumbura the capital city near the lake Tanganyika, with a cool climate along the year. Main basic services are available even for leisure. Burundi is a LDC in transition from conflict; he is experiencing peace consolidation and democratization process. The security is almost ensured though insecurity exists in some areas or</p>

quarter in the capital city .There is a United mission conducted by a UNRSG; security measures are established, monitored and updated by a UNDSS team. The GLDA has to respect rigorously these measures.

VIII How to apply

Applications can only be done through the following web-link:

http://www.jposc.org/content/programme/current_vacancies-en.html

Applications must be received no later than 18 August 2014. Applications received after this date will not be considered.

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.