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Junior Professional Officer		
<b><i>Programme Analyst Inclusive Growth</i></b>		
UNDP	Deadline: 1 September 2013	

## I General information

<b>Title:</b>	Programme Analyst
<b>Sector of Assignment:</b>	Inclusive Growth and Human Development
<b>Country:</b>	Ghana
<b>Location (City):</b>	Accra
<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 **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:  
<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hofdhash>

## II Duties, responsibilities and Output Expectations

### General

#### *Responsibility 1 - Policy Analysis and Knowledge Management*

Summary of duties and expected output

- Promote inclusive growth and sustainable human development by undertaking statistical and technical review of policies, strategies and programmes
- Analyse key issues and challenges as well as formulating proposals for policy options by drafting concept papers and policy notes
- Provide economic inputs to all relevant UNDP programmes and projects in order to align UNDP programmes with national policies and priorities.
- Participate in the analysis of economic environment and synthesis of UNDP proposals to ensure that UNDP programmes are in line with national policies and priorities and are strategically positioned
- Assist in the coordination of the production and launch of economic reports, including Human Development Reports and write regular briefs on country economic situation

#### *Responsibility 2 - Programme Management and Partnership Development*

Summary of duties and expected output:

- Actively participate in the conceptualization and implementation of UNDP interventions including policy/technical advisory support

- Actively participate in the implementation of projects for inclusive growth and development including local level development and pro-poor community empowerment in Ghana
- Assist in developing strategic partnerships and strong working relationships with Government counterparts, development partners, UN Country Team, civil society organizations and private sector for cooperation in development initiatives
- Participate in dialogue with Government, development partners, civil society organizations and private sector on poverty reduction to identify their needs and the UNDP interventions that would have the highest values and leverage

### Responsibility 3 – Communication and information sharing

Summary of duties and expected output:

- Work with colleagues of other Clusters including the Communications Team to develop materials to showcase and advocate for UNDP’s work
- Learn about UNDP’s work, knowledge and best practices through direct interaction with headquarters and other offices
- Participate in electronic networks, and applying the knowledge gained in his/her work with UNDP
- Manage and share information with relevant programme units, sister agencies and development partners in general

### III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will:

- Have gained an in- depth understanding of issues related to sustainable human development, economic development, poverty reduction, and inclusive growth
- Be familiar with international cooperation in a developing country like Ghana.
- Be able to communicate effectively on development issues,
- Be able to develop strategic networks with national and international stakeholders as well as with internal (UNDP) units and offices
- Have gained a good understanding of UNDP and its way of doing business

The JPO training programme includes the following learning elements:

- 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) for relevant learning
- Other training and learning opportunities such as learning on the job related to International cooperation and Multi-lateral development Assistance
- Personal individual development on how harmoniously working and to moving around in an international multi-cultural organization

### IV Supervision

**Title of supervisor:** Economics Advisor

#### Content and methodology of supervision

Supervision is done

- through on-the-job guidance
- formal and informal feedback as well as regular performance review.
- participation in the UNDP Corporate Performance Management Development system (PMD) including setting initial key results, mid-term review and yearly assessment.

### V Required Qualifications and Experience

**Education:**

Master degree or equivalent in

- Economic Policy
- Development Economics
- Development Studies or related discipline in the Social Sciences.

**Working experience :**

Preferably 2 to maximal 4 years relevant working experience

- in the areas of the Unit's work which includes: Economic Policy, Human Development including MDGs, local economic development, economic development , trade and sustainable livelihoods,
- exposure to economics, development work and with an international organization, Government, NGO or the private sector is an asset.

**Languages :**

Excellent command of the English language verbally as well as in writing

**Key competencies**

- Proactiveness and a strong commitment to development
- Knowledge of economic issues in the context of developing countries and an interest in learning
- The ability to work effectively, take initiative and deliver results, even under pressure
- Excellent team-worker with strong communication skills and the ability to liaise effectively within an organization and develop networks with national and international stakeholders.
- Demonstrable analytical skills with excellent writing skills

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

UNDP in Ghana is actively engaged in supporting the MDGs and poverty reduction strategy in Ghana, and has consistently grounded its programmes in the national priorities of the country. These national priorities are reflected in various national development frameworks such as Ghana Poverty Reduction Strategy (2003-2005) and the Growth and Poverty Reduction Strategy (2006-2009) and the current Ghana Shared Growth and Development Agenda( GSGDA) 2010-2013 , with the overarching goal sustaining macroeconomic stability, promoting higher and shared growth, while reducing socio-economic inequalities and achieving the Millennium Development Goals (MDGs).

The UNDP Country Programme for 2012 to 2016 is aligned with Ghana Shared Growth and Development Agenda (GSGDA) and takes full cognizance of the Assessment of Development Results (ADR). As Ghana reaches Middle Income Country( MIC) status, with additional revenue inflows from oil and gas, the work of UNDP focuses on making the most effective use of an expanded resource base to advance equitable development and consolidation of political transformation. This will be done through the following areas of work: Sustainable Human Development; Inclusive Growth; and Democratic Governance .

The Inclusive Growth Cluster supports change management processes in response to Ghana's MIC status and the consequent capacity development of state institutions for development planning and management, monitoring and evaluation of programmes using reliable statistics, The Cluster also supports UNDP's advocacy work on MDGs and emerging development agenda through production of analytical papers, HDR and, MDG reports .

Additionally, the Inclusive Growth Cluster supports the development of public policies, programmes and institutions to promote inclusive growth and address critical development disparities. In response to Government's vision of structural transformation of the economy, generating employment and improving the standards of living, especially the marginalized and the disadvantaged. UNDP works with national partners and other UN Agencies to strengthen the economic viability of districts by supporting the development and implementation of a National

Framework for Local Economic Development (LED). This is complemented by District LED Strategies, to stimulate and transform the economies of districts and create new jobs and income generation opportunities.

Complementary strategies include supporting the establishment and operations of a Commodities Exchange Commission for Ghana to provide a trading platform to foster and strengthen the development of vertical and horizontal linkages among producers, wholesalers, processors and exporters to enhance returns on agriculture, which is the predominant source of livelihoods in rural Ghana. Particular attention will be paid to the government's initiative to bridge the development gap between Northern and Southern Ghana, by providing technical and advisory support to the Savannah Accelerated Development Authority (SADA) and implementing catalytic interventions aimed at building resilience and empowering poor communities.

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

Country Full Name: Republic of Ghana.

- Location: Ghana is in Western Africa, bordering the Gulf of Guinea, between Cote d'Ivoire and Togo.
- Country Climate: Tropical; warm and comparatively dry along southeast coast; hot and humid in southwest; hot and dry in north.
- Country Terrain: Mostly low plains with dissected plateau in south-central area.
- Major Languages: English, African languages including Akan, Ewe.
- Major Religions: Christianity, indigenous beliefs, Islam.
- Country Population: 24.66 million (2010).

### **Country Economy**

The economy of Ghana, West Africa has a diverse and rich resource base, and as such, has one of the highest GDP per capita in Africa. Ghana remains somewhat dependent on international financial and technical assistance as well as the activities of the extensive Ghanaian diaspora. Gold, timber, cocoa, diamond, bauxite, and manganese exports are major sources of foreign exchange.

Country Inflation: 10.6% (April, 2013) 11.4% (Rebased figure on 2012 levels).

City Economy: Accra is the administrative, communications, and economic centre of the country. Over 70% of Ghana's manufacturing capacity is located within the Accra region.

## **VIII How to apply**

Applications are to be submitted at the following address:

[http://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=39364](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=39364) by 1 September 2013.

Only online applications will be accepted.

Applicants will receive acknowledgement of receipt of their submission

Only candidates shortlisted for interview and/or testing will be contacted.