

Advertisement

Junior Professional Officer

Programme Analyst Private Sector Development

UNDP

Deadline:

1 September 2013



I General information

Title:	Programme Analyst
Sector of Assignment:	Private sector development
Country:	Ethiopia
Location (City):	Addis Ababa
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 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 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

Responsibility 1 - Provide analytic inputs and technical support in the area of private sector and inclusive market development; training and capacity building

Summary of duties and expected output:

- Provide analytical and practical support to the AFIM team, AUC, NEPAD, RECs, Private Sector Organizations, UN country offices, governments and private sector on inclusive market development in Africa
- Undertake research on related donor initiatives and inclusive business activities by the private sector
- Compile information on Private Sector and Trade related projects on country and regional levels
- Support the capacity building and training activities for AFIM target beneficiaries such as AUC, NEPAD, RECs, Governments, Private Sector Organizations and UNDP CO staff
- Support the online COP "African Private Sector Development"

Responsibility 2 - Communications, Reporting, Advocacy and Awareness Raising

Summary of duties and expected output

- Prepare relevant communications materials and support the development of publications to support Advocacy and Awareness Raising
- Undertake updates of internet website (www.undp.org/africa/privatesector) and Teamworks as

required

- Support updates on AFIM Facebook (www.facebook.com/undpafim and Twitter (https://twitter.com/UNDP_AFIM)
- Prepare relevant reports to project board and RBA

Responsibility 3 – Partnership Development and Support of Resource Mobilization; Administration

Summary of duties and expected output

- Active participation in supporting strategic linkages between different UN agencies, other donors, AUC, NEPAD, RECs, governments, private sector entities and academia on building inclusive markets
- Support the development and implementation of a successful Resource Mobilization Strategy
- Support of activities related to organization of strategic private sector engagement and partnership development
- Assists in the organization and servicing of AFIM project board meetings, expert groups, panels, round tables, reports for intergovernmental processes as well as internal reporting
- Performs other complementary duties as required, including a variety of administrative tasks necessary to ensure the complete, timely and successful delivery of the AFIM work plan

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 Private Sector Engagement and Development, Inclusive Business and Market Development in a development context
- Be familiar with international cooperation in a developing country such as Ethiopia
- Be able to communicate effectively on development issues,
- Have gained a good understanding of UNDP and its way of doing business

The JPO training programme includes the following learning elements:

- If useful or applicable, specify what and when during the 3 years
- 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
- Inclusive Market Development Toolkit and related webinars/trainings
- Personal individual development on how harmoniously working and to moving around in an international multi-cultural organization

IV Supervision

Title of supervisor: AFIM Programme Manager

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* Advanced Degree in a related field of expertise

Working experience :

- Preferably 2 years and a maximum of 4 years of relevant work experience related to developmental issues, preferably in relation with private sector development
- Hands on work experience in project support services delivery in developing countries in general and Africa in particular with UN agencies
- Experience of private sector and inclusive market development are considered an asset

Languages :

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

Key competencies

- Knowledge of inclusive market development, in particular of value approaches and the landscape of regional economic cooperation and key players are indispensable
- Knowledge of UNDP programming and project rules and regulations particularly regarding collaboration guidelines with the private sector are beneficial
- Strong analytical aptitude, communication and presentation skills
- Strong project management skills and good networking skills to engage with both internal and external partners
- Positive, constructive attitude and openness to change and ability to receive / integrate feedback

VI Background information on Agency/Department/Section

In line with its Private Sector Strategy, UNDP is becoming increasingly well positioned to support innovative approaches of inclusive market development (IMD) engaging with the private sector and other stakeholders to improve opportunities for the poor to participate in markets as producers, employees or consumers.

With Africa being a major focus of UNDP's work, a new strategic, regional Private Sector and Inclusive Market Development for Poverty Reduction in Africa programme, the "African Facility for Inclusive Markets" (AFIM), commenced in November 2010. The project has accomplished several milestones documented in a positive Mid-Term Evaluation.

AFIM's four main outputs are:

1. Increased capacity of regional organizations, governments, and other stakeholders to support inclusive market development in the region
2. Inclusive market development initiatives at sub-regional and country levels developed and supported
3. Alliance of partners for African inclusive market development established
4. Improved access to finance for small producers and enterprises facilitated

This programme is demand based and aims to complement and support implementation of existing and emerging UNDP private sector country projects as well as support the development and implementation of new sub-regional and country initiatives.

AFIM is in full alignment with UNDP's MDG Breakthrough Strategy as its primary aim is to support poverty reduction and the MDGs by contributing to capacity development for evidence-based policy dialogue and advocacy and institutional strengthening for the expansion of a vibrant indigenous private sector in Africa through initiatives that involve public and private stakeholders at regional and national levels

For further information see www.undp.org/africa/privatesector

VII Information on living conditions at Duty Station

Addis Ababa area has a population of over three million and it is one of the fastest growing cities in Africa. It is classified as a family duty station.

Addis Ababa has the status of both a city and a state. It is where the African Union and its predecessor the OAU are based. It also hosts the headquarters of the United Nations Economic Commission for Africa (UNECA) and numerous other continental and international organizations.

Addis Ababa is therefore often referred to as "the political capital of Africa" due to its historical, diplomatic and political significance for the continent.

Moreover, Addis Ababa is endowed with good international air networks.

VIII How to apply

Applications are to be submitted at the following address:

http://jobs.undp.org/cj_view_job.cfm?cur_job_id=39368 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.