

Advertisement

Junior Professional Officer

Programme Analyst

Peace and Reintegration

UNDP Afghanistan 8 May 2012



I General information

Title:	Programme Analyst, Peace and Reintegration
Sector of Assignment:	Crisis prevention, humanitarian relief and recovery
Country:	Afghanistan
Location (City):	Kabul
Agency:	UNDP
Duration of Assignment:	Initially one year with the possibility to extend up to a total of 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 **applicants who are Dutch nationals** – 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

The JPO will be responsible for leading the assigned policy and programme portfolio through planning, implementing and managing the delivery of innovative policies and practices, programme development, capacity building, project monitoring and assurance, marketing and advocacy and knowledge services.

In carrying out her/his responsibilities, She/he will advocate and promote the work of UNDP in Afghanistan and will also closely work and network with UNDP operations team and programme clusters, UNDP specialized project teams, programme staff in other UN Agencies, Government officials, multi-lateral and bi-lateral donors, private sector, non-government and civil society organizations. She/he should be a core member of the regional and global network of UNDP specialists in the subject area.

The JPO will undertake substantive duties and responsibilities that are focused on developing and implementing programmes, projects and activities in the UNDP Practice areas of Crisis Prevention and Recovery (CPR). The JPO will work as part of the team, developing and implementing a range of programmatic activities under the relevant portfolio, which currently consists of the Law and Order Trust Fund for Afghanistan, the Counter-Narcotics Trust Fund, the Afghanistan New Beginnings Programme and Disaster Management. S/he will also represent UNDP in technical discussions and thematic meetings of relevance to the portfolio. Specific responsibilities may include, but are not limited to

1. Policy Advisory services
2. Programme Development Services
3. Project Assurance and Oversight: support to project implementation teams.
4. Knowledge Management and Services
5. Marketing and Advocacy
6. Partnerships and Resource Mobilization

1. Policy Advisory Services

- Scanning for global and local knowledge and experience in the subject area. Map on a consistent basis the development issues, covering the situation and strategic opportunities in the form of professional papers and reports.
- Provide intellectual or substantive leadership in the subject area through identification of key policy issues and formulation of best possible and alternative policy options for UNDP.
- Stimulate strategic thinking in the subject area and tap into opportunities. Organize strategically important policy dialogues, workshops or seminar. Contribute as a resource person and prepare policy papers or products.
- Organize network of prominent policy based prominent national and international experts and support a series of policy dialogue workshops or roundtables. Build alliances for policy reform and development amongst the national and international development institutions.

2. Programme Development Services, Project Assurance and Oversight:

- Thorough analysis of the political, social and economic situation in the country and support the collaborative preparation/revision of PRSP, CCA, UNDAF, CPD, CPAP and other planning instruments. Support the management in the operationalization of UNDAF and CPD through CPAP. (refer: www.undp.org.af/)
- Identification of strategic and innovative programme areas of cooperation. Accordingly, prepare programme strategic frameworks.
- Document best practices, covering concepts, strategies and implementation approaches and support the management in streaming programmes policies and practices.
- Prepare project proposals and project documents to effect the implementation of the CPD and CPAP.

3. Lead the preparation and implementation of the annual results based work plans and result frameworks as endorsed by the office management staff.

- Prepare monthly and quarterly progress reports and organize, correspondingly, monthly and quarterly progress reviews.
- Ensure regular monitoring of progress, preparation of progress reports and organization of regular evaluations and reviews.
- Use Results-Based Management (RBM) /M&E techniques, methods and their applications. Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results.
- Use programme management and monitoring modules of ATLAS in particular and knowledge of ATLAS operational services in general.
- Ensure organizational set-up and project management systems are fully functional and create best possible enabling environment for high level performance of Project Implementation Teams. Ensure timely recruitment and availability of high quality and specialized Project Teams.
- Strategic oversight of planning, budgeting, implementing and monitoring of the programme, tracking use of financial resources in accordance with UNDP rules and regulations. Accordingly, organize annual and quarterly work planning and progress reviews.
- Effective monitoring, reviews and evaluation to measure the impact of the projects. CO programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme. Ensure that results and lessons learned feed into the analytical and project work (i.e. results used to make decisions)

- Organization of cost-recovery system for the services provided by the CO to projects in close collaboration with Operations Manager.
 - Ensure timely preparation of progress reports and submission to the Government and other development partners.
4. Knowledge Management, Marketing and Advocacy Services:
- Lead the process of knowledge captures of national, regional and global know-how in the subject area and production of knowledge-based products.
 - Partner with practitioners and members of the UNDP regional and global networks, leadership of the practice and sub-practice teams in RBAP, BDP and other related Bureaux.
 - Develop country based intelligence on country situation, opportunities, interests and prospects covering governments, UNDP and major development stakeholders.
 - Support the management in creating positive and appreciative atmosphere for team-based work in UNDP and be an advocate for the work of UNDP.
 - Disseminate the information on best practices and be active member of the UNDP global and regional networks.
 - Ensure preparation of brochures, publications, press releases for dissemination of UNDP assistance and experience.
 - Prepare professional articles and papers.
 - Expand outreach o the UN, national government, local authorities, private sector, non-government and international development organizations.
5. Strategic partnerships and resource mobilization :
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for cost-sharing.
 - Mobilize and network with the experts of international development community, government partners, UN Agencies and prominent think-tanks. Build and maintain excellent relations with partners
 - Prepare proposals for mobilization of human, technical or financial resources from international development organizations, non-government organizations and the private sector.
 - Mobilize resources to support the achievement of program outcomes.
 - Any other functions, responsibilities or portfolio which may be assigned by the UNDP management. The Staff Member should expected to be linked and contribute to the work of UNDP in all practice areas; and, as appropriate in UNDP, may be assigned to other practice or sub-practice portfolios.

III Training component: Learning elements and expectations

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

- Broad knowledge of development issues in Afghanistan and more in-depth substantive knowledge of post crisis development.
- Detailed knowledge of UN- and especially UNDP-supported projects, policies and procedures, and the complexities of development cooperation.
- The JPO will enhance his/her skills in organization management, prioritization and administration and develop his/her skills in programme and portfolio management. These include project monitoring skills, enhanced skills in the managerial and leadership fields, partnership building, as well as a strengthened basis for his/her specialisation in the field.

The JPO training programme includes the following learning elements:

- The beginning of the first year for the JPO will serve as a learning period on the programme specific requirements and working procedures, as well as the working attitudes and delivery of programmes of UNDP standards. At a later stage, s/he will become acquainted with UNDP's tools utilized for effective programme / project delivery.
- Throughout the second year of the JPO period, s/he is expected to be learning more advanced

skills from the increased daily involvement in programmes and projects and to ensure their application in the daily line of work, towards gaining thematic expertise.

- Throughout the entire period, the JPO will receive guidance on mentoring and career opportunities. This could be done by the supervisor, through access to UNDP's online learning and career resources, as well as by the learning resource person in the Country Office.
- Hands-on training and experience in appraisal, formulation and monitoring of projects in the area of Crisis Prevention and Recovery.
- Exposure to the development of strategic thinking on thematic areas through participation in meetings, and preparation of background notes, project documents and appraisal notes, field visits and interaction with partners.
- The selected candidate will need some training to familiarize himself/herself with the programming tools used by UNDP, and in developing projects on the basis of a logical framework. They will also need to become familiarised with working in a conflict or post-conflict environment.
- The JPO will be given learning opportunities through participation in relevant workshops and training courses within and outside the Country Office / Afghanistan, as well as virtual learning through Knowledge Networks and e-groups on Crisis Prevention and Recovery related issues.

IV Supervision

Title of supervisor:

Assistant Country Director

Content and methodology of supervision

The JPO will work under the direct supervision of the Head of the Crisis Prevention and Recovery Unit and under the overall guidance of the Deputy Country Director.

S/he will report directly to the Head of Unit. Regular meetings and consultations are required with the immediate supervisor, and feedback sessions will be held bi-annually to review the performance of the staff member against the established work plan formulated at the beginning of his/her assignment.

V Required Qualifications and Experience

Education:

A Master level degree in Development Studies, conflict/post-conflict/peace building studies, Governance, International Relations, Public Administration or another relevant field.

Working experience :

Preferably 2 (up to maximum 4) years of relevant programmatic work experience in formulation and management of development projects.

Previous experience or knowledge of the country or region is an asset. Especially familiarity with peace building, recovery and development issues and debates in Afghanistan.

Languages :

Fluency in written and spoken English, with excellent drafting skills

Key competencies

- Strong analytical skills and intellectual orientation with a capacity to integrate and analyse knowledge and information from different fields
- Excellent interpersonal, communication and networking skills
- Highly motivated and willing to work in a challenging environment with colleagues from diverse national and cultural backgrounds
- Professionalism, personal maturity, cultural sensitivity, sense of diplomacy, teamwork spirit
- Ability to plan, organize, prioritise and coordinate work, and ability to cope with a demanding

- work load within deadlines
- Computer skills (Word processing, spreadsheet, and database, use of email, internet and power point)

VI Background information on Agency/Department/Section

UNDP, in close collaboration with the Afghan Government and under the government ownership, has identified two principle areas of cooperation: Governance and Sustainable Livelihoods, through its diversified programme activities, which are clustered into (a) Democratic Governance; (b) Local Governance and Administration; (c) Crisis Prevention and Recovery; (d) Sustainable livelihoods and Poverty Reduction; (e) Natural Resources and Environment.

Within the Crisis Prevention and Recovery Unit, UNDP is supporting a wide range of government institutions through variety of projects and programmes focusing on crisis prevention, human security and recovery in a sustainable manner. The projects in this portfolio therefore range from the Law and Order Trust Fund for Afghanistan, the Counter-Narcotics Trust Fund, the Afghanistan New Beginnings Programme and disaster management.

As UNDP Afghanistan has recently re-clustered its projects, many initiatives are currently underway to re-focus and re-formulate current projects, and developing additional projects under the new portfolios.

VII Information on living conditions at Duty Station

Security conditions in Afghanistan continues to be volatile and living and working conditions for UN staff in Afghanistan are therefore not easy under the tight security restrictions in place. Public facilities are rudimentary though improving. Professionally people need to be very flexible to adjust to the dynamic and rapidly changing conditions.

Despite the challenges involved in working in a post-conflict environment, particularly Kabul is known among international UN staff as providing many options for social gatherings and after work activities, even though all activities are restricted and naturally more limited than in less conflict prone duty stations. People with a strong sense of initiative are likely to adjust well to the challenges, personal and professional, that the conditions of Afghanistan offer today.

Periodic Rest and Recuperation stays outside the duty station are provided for.

NB: Kabul is a non-family duty station.

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

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