

# Advertisement

Junior Professional Officer

**Programme Analyst,**

**Rule of Law, Justice & Security**

UNDP

8 May 2012



## I General information

<b>Title:</b>	Programme Analyst
<b>Sector of Assignment:</b>	Crisis Prevention and Recovery
<b>Country:</b>	USA
<b>Location (City):</b>	Bureau for Crisis Prevention and Recovery, New York
<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 **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>

## II Duties, responsibilities and Output Expectations

### General

- 1 To provide programmatic and technical support on Rule of Law, Justice & Security (ROLJS) programming to UNDP Country Offices within his/her portfolio;
- 2 To provide technical support to strengthen the ROLJS Unit's internal reporting, monitoring and evaluation capacity;
- 3 To contribute to knowledge management on Rule of Law, Justice & Security programming in crisis-affected and fragile situations;
- 4 Assist the Advisor in his task as co-chair of the UN Inter-Agency Security Sector Task Force.

1. Provide programmatic and technical support on RoLJS to UNDP Country Offices within his/her portfolio

Summary of duties and expected output

- Provide programmatic and technical support on RoLJS to UNDP Country Offices within his/her portfolio
- Contribute to technical assessments and strategic planning on RoLJS assistance in crisis-affected and fragile countries;
- Provide substantive technical support to UNDP Country Offices and UNDP's Regional Bureaux in establishing and managing comprehensive and integrated RoLJS programmes, including support to programme design, implementation, monitoring and evaluation;
- Assist in mobilizing human and financial resources to support timely and adequate interventions

- on RoLJS in conflict and post-conflict countries; and,
  - Support policy dialogue with national stakeholders, the UN system and donor partners.
2. Provide technical support to strengthen the RoLJS Unit's internal reporting, monitoring and evaluation capacity

Summary of duties and expected output (max 5 bullet points)

- In close collaboration with other team members, monitors the performance of UNDP's Global Programme on Rule of Law in Conflict and Post-Conflict Situations at global and country level, including measuring impact on beneficiaries and recipient countries through a results-based approach. Provide up-to-date information on the status of programme implementation in each of the 20 priority countries.
  - Substantively contribute to the preparation of high-quality monthly, quarterly and final progress reports for donors, UNDP and other stakeholders.
  - Assist the Advisor in the preparation fundraising/proposal development initiatives for strategic and optimal result oriented programme opportunities.
  - Edit, format and adapt form and content of all programme documentation into a standard set of highly attractive, profile enhancing, easy to read, concise and accurate documents with high quality analysis.
  - Assist the Advisor in the preparation of yearly work plans, programme presentations and other programme-related documents and correspondence as may be required.
3. Contribute to knowledge management on RoLJS, programming in conflict and post-conflict countries

Summary of duties and expected output

- Provide support for collating, analysing, consolidating and disseminating lessons learned and best practices directly linked to in-country programming on RoLJS;
  - Contribute to the development of new research, policy and UNDP knowledge products/tools on RoLJS issues;
  - Contribute to developing and strengthening linkages with the RoLJS Community of Practice both inside and outside the UN system; and,
  - Conduct research and prepare papers for presentation on RoLJS issues in crisis affected and fragile settings;
4. Assist the Advisor in his task as co-chair of the Inter-Agency Security Sector Reform Task Force (IASSRTF)

Summary of duties and expected output

- Prepare the meetings and follow up the decision made by the IASSRTF;
- Liaise with the IASSRTF Secretariat and with DPKO partners to ensure a good flow of communication;
- Liaise with other members of the RoLJS to ensure that UNDP's in-country portfolio is shared with the TF members;
- Ensure the implementation of UNDP's led activities under the IASSRTF project

### **III Training component: Learning elements and expectations**

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

- Through practical experiences, the JPO will acquire a broad knowledge of humanitarian/protection/ development issues, and a more in-depth knowledge of specific aspects of conflict prevention and recovery.
- Through practical experiences, the JPO will acquire technical skills to develop and manage rule of law, justice and security programmes, and to provide technical and advisory support on rule of law to UNDP country offices.

The JPO training programme includes the following learning elements:

- On arrival in New York, the JPO will go through orientation and induction to become familiar with UNDP, BCPR, the work of the RoLJS Unit and the requirements of the position.
- Three to six months into the assignment the JPO will participate in the two weeks UNDP induction course, conducted by the Learning Resources Centre in New York, to enhance his/her skills in project and programme management and to broaden understanding on UNDP globally.
- A learning and self-development plan will be discussed with the JPO, taking into account the interests of the JPO and the needs of the RoLJS Unit. The learning and development plan will include certification in the Prince 2 project management, Results-Based Management for Project Management/Programme Management, and undertaking mandatory and required self-paced, online training courses offered on the UNDP Learning Management System (LMS).
- As part of the RCA process (UNDP's corporate evaluation, assessment and learning compact), the JPO will prepare an annual learning plan in consultation with the supervisor.
- The JPO may also benefit from external learning activities in support of his/her professional development.

## **IV Supervision**

### **Title of supervisor:**

Advisor, Rule of Law, Justice & Security

### **Content and methodology of supervision**

The JPO will report directly to and will be supervised on a day to day basis by the Advisor on Rule of Law, Justice & Security, who is the head of the Rule of Law, Justice & Security team. Supervision will be done on the basis of results oriented work plan, continuous informal discussions, on the job training, weekly/bi-weekly team meetings, and mid-year and annual review of staff member's performance as per UNDP's Results Competency Assessment.

## **V Required Qualifications and Experience**

### **Education:**

University degree at Master's level in Law, political science or related social science.

### **Working experience :**

Preferably 2 (to maximum 4) years relevant working experience in rule of law and/or security affairs, with some specific focus on legal and judicial institutions reform, law enforcement, governance or capacity development of justice and security institutions (formal and informal) is desirable. Previous working experience in countries affected by conflict is highly desirable. Previous working experience within the UN System and/or NGOs would be an asset.

### **Languages :**

Fluency in English is required and preferably working knowledge of at least one other UN official language;

### **Key competencies**

- Mature personality, capable of demonstrating sensitivity, tact and diplomacy;
- Consistently approaches work with energy and a positive and constructive attitude;
- Ability to establish priorities for self and others, and to work independently;
- Ability to perform a variety of research and administrative support tasks in a fast-paced and highly pressured environment; including ability to work under pressure and to meet tight deadlines;
- Dedication to the principles of the United Nations, especially for working in a culture of diversity, both as a team player and self-starter;
- Excellent communication skills including report-writing;
- Excellent command of MS Office applications;;

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

As part of the Governance and Rule of Law Group, the Rule of Law, Justice & Security (RoLJS) Unit is responsible for the development of, and the provision of support for, the effective implementation of UNDP's policies, strategies and programmes in this area. The RoLJS unit manages the Global Programme "Strengthening the Rule of Law Programme in Conflict and Post-Conflict situations" that aims at assisting 20 priority conflict-affected countries. The RoLJS supports governments to design and implement comprehensive Rule of Law, Justice & Security programs aiming at restoring the Rule of Law and making justice and security institutions to deliver for the most in need. The RoLJS Unit also actively contributes to UN system wide Rule of Law, Justice and Security efforts and promotes joint programming and collaboration on the ground amongst UN departments, funds and agencies.

The Global Programme outlines UNDP's services to rule of law programming in conflict and post-conflict situations, and forms the blueprint for UNDP's engagement on Rule of Law based on justice and security. Aligned with UNDP's Strategic Plan for 2008-2013 and consistent with UNDP's mandate to provide technical assistance within a Crisis Prevention and Recovery framework, the Global Programme outlines UNDP's renewed efforts and services to advance justice and security in fragile and transitional societies. Using positive models, and drawing on some of UNDP's most comprehensive and innovative rule of law programmes in conflict/post-conflict situations, it seeks to expand and replicate these lessons learned. Given its conflict/post-conflict dimension, the Global Programme establishes close linkages between protection and the rule of law, and between humanitarian action and development principles.

UNDP also co-chairs the Inter Agency Security Sector Reform Task Force together with DPKO and is therefore responsible to ensure system-wide coherence and collaboration related to security sector assistance provided by the United Nations.

The five Programme Areas aligned with the UNDP Strategic Plan 2008-2012 focus on:

- 1 Strengthening the rule of law within an early recovery framework and during transitions..
- 2 Addressing women's security & access to justice.
- 3 Supporting capacity development of justice & security institutions.
- 4 Facilitating transitional justice.
- 5 Promoting confidence building & reconciliation.

Additional two areas of work will be included in the new phase of the Global Programme, starting in 2012: improved assistance related to land, housing and property rights and on armed violence prevention and small arms programming.

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

Security in the United States especially at ports of entry to New-York and other major cities generally remains high. However, this should not affect day-to-day operation of the incumbent with BCPR in New York. The UN issues circular to sensitize staff members at the headquarters on any security issues. There are no particular issues with regard to general living conditions in New York.

## **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](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

