



## TERMS OF REFERENCE

### Junior Professional Officers (JPO)

#### I. General Information:

Title:	<b>Coordination Officer, JPO</b>
Sector of Assignment:	<b>UN System Coordination</b>
Country:	<b>Indonesia</b>
Location (city):	<b>Jakarta</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 experience.</b>

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 **Dutch and European Union nationals or permanent residents of the Netherlands** (for criteria refer to the website of the Netherlands Ministry of Foreign Affairs:

[http://www.minbuza.nl/en/Key\\_Topics/Development\\_Cooperation/Associate\\_Experts\\_Programme](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

#### II. Supervision:

Title of Supervisor: Head, Office of the Resident / Humanitarian Coordinator

##### Content and methodology of supervision:

Overall guidance by the Resident Coordinator and Day- to Day Supervision on the job by Acting Head of RC/HC Office and Coordination Specialist. Weekly Work Planning. Monthly Feedback Sessions. Every 6 months detailed review of performance and achieved results.

#### III. Duties, Responsibilities and Output Expectations:

- Provide support to development of UN joint programmes in priority regions Aceh, Papua and NTT province, by liaising closely with Thematic Working Groups on UNPDF (United Nations Partnership For Development Framework) 2011- 2015, UN Area teams and provincial governments to identify needs, gaps and strategic priorities and programmes at the decentralised level (30%)
- Provide support to the UN country team (UNCT) and area teams in Aceh, Papua and NTT province for regular monitoring, evaluation and review of decentralised joint programmes and ensure monitoring mechanisms at the decentralised level are operational (30%)

- Provide support to cultivate and maintain effective networks and working relationships with government, donors, local and international media, civil society organizations, private sector and other relevant partners at the central and local levels. (10%)
- Draft talking points, speeches, web content, reports and general correspondence on behalf of the Resident Coordinator and the UNCT (10%)
- Assist the UN Agencies with advocacy activities, including support to public events, launching ceremonies, joint field visits, workshops, and global UN initiatives (10%)
- Day-to-day support to the work of the Resident Coordinator and his office as requested (10%)

#### **IV. Qualifications and Experience:**

##### Education (only Master's degree or equivalent):

Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field

##### Work Experience

1 ) Preferably at least 1 to 2 years of experience in developing and coordinating communication & coordination activities;

2) International experience an asset, familiarity with UN Reform agenda, MDGs and other global initiatives

3) Understanding of development paradigms and socio-political situation of Indonesia and the sub-region would be an advantage

##### Key Competencies of the assignment:

1) Ability to effectively manage multiple tasks and to work in a fast paced environment against tight deadlines

2) Excellent English communication, writing and editing skills required.

3) Team-player with the ability to coordinate and motivate a team

4) Able to work and follow-up independently

5) Diplomacy, tact and patience

6) Excellent networking skills

7) Proven ability to communicate and work closely with a variety of people within a multicultural environment

8) Strong work ethic and commitment

9) Concise and analytical thinking

Knowledge of Bahasa Indonesia would be an asset

## **V. Learning Expectations:**

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

1. Use effectively enhanced communication & coordination skills, tools and techniques within a development and humanitarian context, tailored for Indonesia's needs as a Middle-Income-Country
2. Effectively coordinate, collaborate and build working relations with the government, donors, local and international media, civil society organizations and other relevant partners on a continuous basis
3. Understand and engage in core joint UN planning and implementation processes at country level (UNDAF) (UN Development Assistance Framework) and in improved coherence and coordination.
4. Apply rules and procedures of multilateral and/or bilateral development cooperation activities, as well as techniques for the formulation and design of programmes and projects
5. Better understand development issues, particularly those related to Indonesia
6. Draft position papers, studies and reports
7. Analyze the impact of development initiatives carried out by national and international institutions
8. Better understand the role of the civil society and the private sector to support development activities
9. Exchange information and capabilities with local counterparts
10. Assist national counterparts in the formulation of their requests for international technical cooperation.

## **VI. Background Information:**

Fourteen UN Resident Agencies, Funds and Programmes and more than 10 other UN organizations with project activities are currently working in Indonesia (for a full list, please go to <http://www.un.or.id>). The budgets of the UN agencies range from several hundred thousand dollars to more than USD 80 million annually.

UN agencies work both for strengthening local capacity in the poor provinces and districts and on upscale policy interventions at national level.

The JPO will be based in the Office of the Resident / Humanitarian Coordinator. The office manages a wide range of interagency coordination issues such as support to joint programmes between several UN organizations, secretarial support to the UNCT or advising on Human Rights or Avian Influenza. The structure of the office is unique as the Office for the Coordination of Humanitarian Affairs (OCHA) is embedded into the RC/HC office. This offers the JPO exposure to a wide variety of development and humanitarian issues and to the core processes related to UN coordination.

The UN Coordination Analyst will mainly support the UNPDF implementation and monitoring process in Indonesia, focussing on priority regions and cross-cutting issues and the development of joint programmes

The Government of Indonesia has recently signed the "Jakarta Commitment", which localizes the Paris Declaration for increased aid effectiveness, local ownership and donor coordination. The UN in Indonesia is responding to this call for increased harmonization with a strengthening of its common approaches and the delivery of results for the advancement of the MDGs based on a joint framework.

The work of the JPO will play an important role in supporting the UN in Indonesia in this effort.

## **VII. Information About Living Conditions at the Duty Station:**

Indonesia is the largest archipelago in the world extending some 2,000 kilometres from North to South and more than 5,000 kilometres from East to West. The archipelago stretches over more than one-tenth of the Equator between Southeast Asia and Australia. The largest islands are the Kalimantan provinces on Borneo, Sumatra, Papua (formerly Irian Jaya), Sulawesi and Java (where Jakarta is located). About 6,000 islands are inhabited with Java accounting for more than half the nation's population. Nearly 60 percent of Indonesia's land is forested and a significant portion is mountainous and volcanic.

The climate is mostly equatorial. The temperature ranges between 16-35 degrees Celsius (61-91 degrees F) with humidity ranging from 60-90 percent. There are two seasons, the rainy monsoon season which usually lasts from November through May, followed by the dry season which usually lasts from June through October. Rainfall varies throughout Indonesia, averaging 706 mm (28 inches) yearly.

Jakarta is a large city with an extensive choice of shopping, dining and entertainment facilities.

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### **How to Apply:**

Eligible candidates are requested to submit an online 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 midday, Friday 19 November 2010.** Applications received after this deadline will not be considered. In view of the volume of applications, only candidates being invited to an interview will be contacted.