

# TERMS OF REFERENCE Junior Professional Officers (JPO)



## Junior Professional Officers (JPO)

### I. General Information:

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|-----------------------------|---|
| Title:                      | <b>Portfolio Analyst - Humanitarian and Transition Funds</b>  |
| Sector of Assignment:       | <b>UN System Coordination, Multi Donor Trust Fund (MDTF)</b>  |
| Country:                    | <b>USA</b>  |
| Location (city):            | <b>New York</b>   |
| Agency:                     | <b>UNDP</b>   |
| Duration of the 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 **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](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

### II. Supervision:

Title of Supervisor:  
Portfolio Manager

Content and methodology of supervision:

The Portfolio Analyst will work in the Multi Donor Trust Fund (MDTF) Office under the direct supervision of the Portfolio Manager responsible for the Common Humanitarian Funds Sudan and Central African Republic and the Peace building Fund and under the overall guidance of the Executive Coordinator of the MDTF Office. The Portfolio Manager responsible for the Common Humanitarian Funds Democratic Republic of Congo (DRC) and Somalia will be the second direct supervisor.

The JPO's performance discussions will take place following the UNDP Results and Competency Assessment (RCA) System

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

The JPO will be part of the eight person team of MDTF-Office professional portfolio staff. S/he will work directly on a day-to-day basis within the group of (senior) portfolio managers responsible for managing a variety of global and country specific MDTFs related to humanitarian situations (e.g. Sudan pooled fund; DRC pooled fund) and transition / peace building / recovery situations (e.g.

Peacebuilding Fund; Darfur Recovery Fund; Sudan Recovery fund; Haiti Recovery Fund) , The JPO will be responsible for (assisting in) the financial and operational aspects of the administration of country-level Common Humanitarian Funds and Recovery Funds (for details please see the MDTF Office GATEWAY). S/he will specifically support the following activities:

#### Fund Administration (40 %)

- Assist in finalising Standard Administrative Arrangements (SAAs) with donors for assigned Funds and liaise with relevant country offices and, where applicable, the Office for the Coordination of Humanitarian Affairs (OCHA) to keep them informed about the conclusion of the agreements
- Manage and track the receipt of donor contributions and the transfer of such funds to Participating Organizations in line with the budgets approved by the Fund-specific Steering Committees or Humanitarian Coordinator (HC), and in accordance with the SAA and Memorandum of Understandings (MOU).
- Assist in preparing the necessary documentation for the Delegation of Authority to UNDP country offices and support the MDTF-Office in carrying out its oversight over the delegated functions and responsibilities.
- For transition-related Funds, review Steering Committee approved project documents authorizing the transfer of funds to UN agencies to ensure that the project document and the budgets in particular are in accordance with the Fund specific guidelines and legal documents.
- Establish and maintain Fund specific budgets in the Project Module of the UNDP Enterprise Resource Planning system (ERP)
- Monitor cash flow prior to disbursements to Participating Organizations through the establishment of a resource plan based on projects approved and contributions deposited and firm commitments received.
- Contribute to the preparation of regular and ad hoc financial and narrative reports as and when required
- Assist in the mandatory audit processes for assigned Funds and in ensuring appropriate follow-up actions to be taken based on agreed audit recommendations
- Assist in the closure of assigned funds, when applicable, including the follow-up on the operational and financial closure of projects of Participating Organizations financed by the assigned Funds

#### Programme Planning, Management and Performance Reporting (30 %)

- Contribute to formulation, establishment and refinement of operational policies and procedures for the Fund.
- Assist the Portfolio Managers in serving as the MDTF Office focal point and resource person for Participating UN organizations, donors and country level Steering Committees or Humanitarian Coordinators
- Maintain regular contact with the country level Steering Committees or HC, and the Participating UN Organizations and provide support and guidance on the preparation and timely receipt of annual progress reports
- Assist in the preparation of annual Administrative Agent reports for specific Funds for approval by the Executive Coordinator and its submission to Participating UN organizations and donors

#### Knowledge Management and Communication (30 %)

- Prepare periodic briefs and position papers on overall progress in the assigned Funds, emerging results and outcomes, including through write-ups to be used in the MDTF-Office quarterly Newsletter
- Maintain the MDTF Office GATEWAY pages of assigned Funds, and liaise with country offices to update relevant pages of the website
- Participate as appropriate in (sub-)task teams of the UNDG/ECHA (UN Development Group/Executive Committee on Humanitarian Affairs) working group as and when required.

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

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

Advanced university degree in development studies, public administration, business administration, finance or other relevant social science.

##### Work Experience

Preferably equivalent of 2 years relevant professional experience in development and/or financial management. Familiarity with the UN System and experience of working in developing countries emerging from conflict would be an asset.

##### Key Competencies of the assignment:

Good knowledge of corporate Enterprise Resource Planning (ERP) platforms would be an asset

Proven conceptual, analytical and numeric skills

Effective team player with strong interpersonal, organizational and communication skills and the ability to operate under a matrix management arrangement.

Ability to work under pressure and to work on multiple activities concurrently, while ensuring appropriate prioritization. Good judgement and decision-making skills.

Strong service orientation and good networking skills

Excellent written and oral communication skills in English; working level knowledge of French.

#### **V. Learning Expectations:**

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

- have gained considerable experience in supporting, from a headquarters setting with occasional travel to the field, the work of the United Nations in countries emerging from crisis that are receiving financial support through the UN for humanitarian and/or transition related purposes;
- have developed considerable skills in providing fund administration services within an international context specifically related to the work of the United Nations;
- have developed networks and considerable insight into the operations of different UN Joint Funding modalities, and of the overall functioning of the United Nations Development Group and of different UN funds and programmes as well as OCHA and the Peace Building Support Office.

#### **VI. Background Information:**

The Multi-Donor Trust Fund Office (MDTF Office) was established in 2006, building on the successful experience of the United Nations Development Group Iraq Trust Fund (UNDG ITF) since

2004 and other Multi-Donor Trust Funds (MDTFs) administered by the United Nations Development Programme (UNDP).

The mission of the MDTF Office is to provide transparent and accountable fund management services to the UN system to support its coherence, effectiveness and efficiency. Where donor funds are intended for multi-agency operations, the MDTF Office may be appointed as the fund administrator for the UN system. The MDTF Office provides a one-stop shop with focused support and service to UN Country Teams (UNCTs), and donors to enhance the UN's accountability for its growing role in MDTFs using the pass-through fund management model established in the context of humanitarian, transition, reconstruction and development programmes.

The MDTF Office has grown steadily over the past several years, with an increasing number of partners and stakeholders, and currently has a portfolio of over 4 billion USD, consisting of more than 30 distinct MDTFs and numerous Joint Programmes (JPs), operating in more than 75 countries with contributions received from 60 donors/developing partners. For more information see the MDTF Office website at [www.undp.org/mdtf](http://www.undp.org/mdtf) .

The increased use of Joint Funding modalities, like JPs and MDTFs, is a direct application of the Aid Effectiveness Agenda and UN Reform initiatives, and the need to provide flexible, coordinated and predictable funding to support the achievement of national priorities.

The MDTF Office's primary partners include MDTF Steering Committees and support offices, Resident Coordinators and Participating UN Organizations. While demand for MDTFs and JPs is growing, the mechanisms are still relatively new to many partners and stakeholders. Consequently, the MDTF Office is experiencing an unprecedented increase in demand for its fund management services and for more information about its function, mission and mandate from clients, stakeholders and the general public alike.

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

NY is one of the biggest cities in the world. It is truly a cosmopolitan, rich and diverse city. There is a large international community and international schools are available. The living conditions in NY are high according to international standards. Choices of where one wants to live depend on various selection criteria, including schooling facilities, length and easiness of commute etc. As for safety and security of the different areas of New York, it is best to rely on the word of mouth from colleagues and friends, but overall the security situation in New York and suburbs is very good..

Rental places for one year or less can be looked at in the lobby of the UN Secretariat as well as on the bulletin board on the 3rd Floor of the DC1 Building.

There are various websites that can be of immediate help when looking for accommodation:

<http://newyork.craigslist.org>

<http://www.subletinthecity.com>

<http://www.bridgesuites.com>

<http://lodgis.com>

<http://www.metro-home.com>

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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)

**Please read this page thoroughly to ensure that you fulfil all the nationality and educational requirements listed.**

**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.