

Advertisement

Junior Professional Officer

Programme Analyst

UNDP South Sudan 8 May 2012



I. General information

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| Title: | Programme Analyst |
| Sector of Assignment: | UN System Coordination |
| Country: | South Sudan |
| Location (City): | Juba |
| Agency: | UNDP for UN Resident Coordinator system |
| Duration of Assignment: | Initially one year, with the possibility to extend for 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

Support coordination with UN Agencies, Fund and Programmes, Government of South Sudan and donors on programme and development issues :

Tasks and Responsibilities:

1. Working with the UN Country Team (UNCT) Liaison Unit team, support the UNCT to develop, and monitor implementation of strategic programme and operational policies. Analyse applicable UN policies and national policies and priorities of South Sudan to support the UNCT in their application. (40% of work).
Expected outcome is the UNCT operates more effectively to set objectives for development and in developing strategies and programmes, and where required coordinates activities to achieve these objectives, resulting in provision of greater assistance which is more focused on sectors and populations in need.
2. Coordinate with the Government of South Sudan (GoSS) on development strategies and specific programme plans (20% of work).
Expected outcome is that the capacity of the GoSS to develop effective strategies improves, and that there is close alignment between the GoSS plans and that of the UNCT and donors.

3. Coordinate with key stakeholders including bilateral partners and donors on development assistance- (20% of work).
Expected outcome is effective communication and alignment of priorities among the UNCT, GoSS and donors, and there is long term commitment on the part of donors to shared objectives.
4. Tasks within the UNCT Liaison Unit such as developing strategy and programme documents, and conducting secretariat tasks for the UN Country Team (20% of work).
Ensure that the UNCT Liaison Unit functions well and performs its tasks of supporting the various development coordination forums such as the UNCT, and the associated Programme Management Team and Operations Management Team.
5. There will be some travel to the field teams, likely once each quarter to obtain contextual information for work and to support follow-up on issues at the field level.

III. Training component: Learning elements and expectations

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

1. Work in a high-level environment and conduct working relations with national government counterparts, senior UN colleagues and bilateral counterparts on development and related issues;
2. Strategize and draft strategic and programme documents for senior colleagues and for larger distribution/ audiences;
3. Assess developments in mission area and increase or adjust work priorities in accordance;
4. Work in a multi-faceted team towards common objectives and find synergies among members to achieve results.

The JPO training programme includes the following learning elements:

Beginning on arrival and to be completed within the first quarter, Learning:

1. About the structure of the Office of the DSRSG/ UNDP/ RC/ HC/ Res Rep;
2. The new colleague will be taught in detail about the UN Country Team in South Sudan and related coordination forums;
3. About the structure of the Government of South Sudan and working relations with the government;
4. About the UNDAF; and donor coordination processes;
5. About the aspects of an integrated mission and relations to the UN mission.

Subsequently the new colleague will be given greater responsibility and more difficult tasks commensurate with their progress in the job and their performance. After the first six months and before the end of the first year, Learning:

1. How to specifically work with UN Agency-, Government- and donor counterparts in developing programme plans;
2. More specific training will be provided on international aid coordination and how this relates to the UNCT and South Sudan;
3. Suggested that the JPO utilises their training budget to attend the highly acclaimed Rift Valley course on South Sudan conducted by renowned independent experts and academics on Sudan and South Sudan.

By the end of three years/ the assignment:

1. The JPO should be able to propose strategies and objectives for the development agenda for the UNCT and partners;
2. Draft programme plans and documents that can be utilised by the UNCT and partners;
3. Work closely with Government counterparts and donors on setting objectives for development;

4. Develop reliable means for monitoring and evaluation of development processes at national level.

IV. Supervision

Title of supervisor:

Senior Coordination Officer/ Donor Relations Officer, Office of the DSRSG (Deputy Special Representative of the Secretary General) / Office of the Resident & Humanitarian Coordinator / UNDP Resident Representative.

Content and methodology of supervision

Regular weekly team meetings within the UNCT Liaison Unit; and quarterly monitoring of performance with supervisor.

V. Required Qualifications and Experience

Education:

Master's level degree in economics, development studies, international relations or related social sciences

Working experience :

Preferably 2 (up to maximum 4) years of related work experience, preferably in Africa and in field work.

Languages :

Excellent written and oral English is essential.

Key competencies

1. Strong understanding of aid coordination frameworks and development processes and how to apply these to post-conflict scenarios and nascent state development
2. Strong communications and representational skills
3. Excellent skills in drafting reports and strategic documents, and in editing programme documents
4. Team work
5. Ability to work in a pressured environment and adapt quickly to changing priorities.

VI Background information on Agency/Department/Section

Within the DSRSG Office is the UNCT Coordination Liaison Unit headed by the Senior Coordination Officer/ Donor Officer, and the JPO colleague will work within this Unit. On substantive issues the Unit reports directly to the DSRSG, and on operational-admin issues reports to the DSRSG's Head of Office.

There is an exceptional hand-over document which outlines the majority of tasks for the new JPO colleague that was left by the previous JPO whose term ended in December 2011.

VII Information on living conditions at Duty Station

Juba is the capital of the newly independent state of South Sudan. It is a developing city and has multiple flights daily directly to neighbouring countries' cities of Nairobi, Cairo, Addis Ababa and Entebbe. The city itself has most of the amenities required including: clean water, access to medical services, suitable living arrangements, some supermarkets etc. Security is reasonable and overall safe. Caution should be taken as in any large city . There are also UN security systems in place. The city also has some recreational activities such as sports clubs and good restaurants.

Rest and Recuperation (R&R) travel outside the duty station is currently granted following a six week cycle.

Juba 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