

## TERMS OF REFERENCE Junior Professional Officers (JPO)

### Junior Professional Officers (JPO)

#### I. General Information:

Title:  
Policy Analyst

Sector of Assignment:  
UN System Coordination

Country:  
USA

Location (city):  
New York

Agency:  
UNDP-UNDOCO

Duration of the assignment:  
Initially one year with the possibility to extend up to 3 years

Grade:  
P1 step I or P2 step I the first year, depending on the level of education and 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 **Dutch and European Union nationals or permanent residents of the Netherlands**(see for criteria 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:

Name of Supervisor:  
Inyang Ebong-Harstrup

Title of Supervisor:  
Associate Director, Resident Coordinator System Support

Content and methodology of supervision:  
Discussion of broad parameters of purpose of work and expected outputs in the context of the annual UN DOCO Work plan. Guidance on specific assigned tasks; interim review of progress and assessment discussions. Frequent interaction on multiple tasks; Annual performance review based on agreed tasks in the work plan.

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

Please include percentages for each duty:  
Summary of key functions:

θ Effective support to further design and planning of the UNDG Talent Management Initiative for Resident Coordinators;  
θ Technical support to the implementation of key actions outlined in the UNDG Talent Management Initiative for Resident Coordinators;  
θ Effective support to elements of UN-DOCO work in the RC system, including selection, training and policy work.

1. Ensures effective support to the Policy Advisor for RC leadership in the further design and planning of the UNDG Talent Management Initiative for Resident Coordinators:

θ Provide facilitative support to the inter-agency task-team on RC talent management with a view to ensuring proper design and planning and preparation for meeting as well as participation and broad based ownership of the work and results.;

θ Ensure regular updates on design and planning of activities associated with the Talent Management Initiative.

2. Ensures effective implementation of key actions outlined in the UNDG Talent Management Initiative for Resident Coordinators:

θ Support to the continuous development of communication material to better market the RC post as a career option;

θ Support to strengthened RC pool management through the functioning of pool management procedures, within the Inter-Agency Advisory Group Standard Operating Procedures;

θ Preparation of reports to track the Pool Management, the IAAP results and collection of data on RC appointments;

θ Support the preparation of background notes and facilitate the provision of training pre-, post candidates undertaking the RC Assessment Centre (including the preparation of a common support package for the RCAC)

θ Support the functioning of an on line matching facility for strengthening management of the RC pool.

2. Ensures effective support to elements of UN-DOCO work in the RC system, including selection, training and policy work:

θ In addition to the work on RC Talent Management, provide support (technical and administrative) on the regular working of the RC selection process;

θ Provision of support in the development of proposals for improved systems for authority, responsibility and accountability, including performance appraisal and developmental assessment for the Resident Coordinators and UNCT members

θ When required, provide support to the training needs of RCs;

θ Other tasks, as required by the Policy Advisor and the DOCO Associate Director.

θ Assistance in the management of the annual reporting process of the Resident Coordinator System and the RC system cluster.

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#### **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.

Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Fluency in English and one other UN official language.

Work Experience

Preferably up to two years of relevant experience in a development context, and UN Coordination.

Key Competencies of the assignment:

- Ability to work under pressure
- Strong IT skills
- Good communication skills
- Good drafting skills
- Good team player

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

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

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- Cutting edge experience in a broad range of areas, including: supporting leadership for change and in implementing UN Reform at the country level; knowledge of the functions of key institutions involved in taking the UN Secretary-General's vision on UN reform forward at the country level;
- Key methods for successful collaboration and coordination among institutions including UN agencies, government,, multilateral/bilateral aid institutions;
- Presentation, teambuilding, advocacy, facilitation and negotiation/consensus building skills;
- Annual duty-related travel and training (allocated by the sponsoring government or sponsored by the Office) for work-related activities, such as participation in seminars, workshops, roundtable discussions at national, regional, sub-regional and/or international level

## **VI. Background Information:**

As Manager of the Resident Coordinator system, UNDP expresses in its Strategic Plan 2008-2011 the desire to enhance the effectiveness of UN System coordination, as requested by the TCPR.

Under the leadership of the UNDG Chair, and with the guidance of the UNDG members, the overall objective of the United Nations Development Operations Coordination Office (UN DOCO) is to support high quality coordination of the UN's development activities at country level performed by the UN Resident Coordinators and the UN Country Teams.

Within UN DOCO, the Resident Coordinator's System Support Cluster is responsible, among other tasks, for policy and inter-agency initiatives designed to enhance the capacities of the leadership of the UN at the country level. These include:

- Supporting an inter-agency Resident Coordinator talent management initiative;
- Implementing inter-agency agreements on the role and function of the RC, including links to the Humanitarian Coordinator, DSRSR and Designated Official functions;
- Facilitating the management of inter-agency aspects of RC performance appraisal, and RC selection processes.

Under the supervision of the Associate Director of the Resident Coordinator's System Support Cluster and the daily guidance of the Leadership Policy Advisor, the Policy Analyst provides support to the design, planning and implementation of the RC talent management initiative as well as policy initiatives related to the implementation of the UN reform related to the RC system and leadership in particular.

The Policy Analyst works in close collaboration with the UN DOCO teams working on leadership issues support and when appropriate with members of the UNDG Working Group on RC System Issues and members of the Inter-Agency Advisory Panel.

## **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>

### **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 has been extended to 12 midday, Wednesday 15 September 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.