

Advertisement

Junior Professional Officer

Programme Analyst, Livelihood
and Economic Inclusion



United Nations Population Fund

22 February 2026

I General information

Title:	Programme Analyst, Livelihood and Economic Inclusion
Sector of Assignment:	Livelihood in SRHR and GBV services
Country:	Ethiopia
Location (City):	Addis Ababa
Agency:	United Nations Population Fund (UNFPA)
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum of 3 years
Grade:	P2 step 1 in the first year.

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 PEOPLE WITH THE NATIONALITY OF ONE OF THE FOLLOWING ELIGIBLE COUNTRIES.**

Excluding Ethiopia due to the restrictions that Nationals of the country where the position is located cannot be considered.

[eligible-countries-DC-JPOs.pdf](#)

Maximal age limit is 32 years as of 31 December of the year of application.

For the minimum qualification requirements see the website of Nedworc Foundation:

[Junior Professional Officer Programme - Nedworc Foundation](#)

Please read the selection criteria and FAQ section carefully before considering applying

II Duties and Responsibilities

The JPO will assist in the integration of livelihood component in SRHR and GBV services of UNFPA for adolescents, youth, and women under the framework of a project to be implemented by UNFPA and UNHCR with funding from KOICA to strengthen the resilience of the people affected by displacement with a focus on Youth Population.

Responsibilities (summary of duties/tasks)

- **Support the design and implementation of livelihood and economic inclusion programs:** This involves contributing to the conceptualization, planning, and execution phases of initiatives to enhance livelihoods and financial opportunities.
- **Assist in monitoring and evaluating livelihood and economic inclusion activities across different programs.** This includes supporting the tracking of progress, collecting data, and analyzing the impact of implemented livelihood and economic inclusion activities within various UNFPA programs.

- **Contribute to documentation, knowledge product creation, and visibility of livelihood integration within AYD, SRHR, and GBV programs:** This entails assisting in the development of reports, case studies, best practices, and communication materials to showcase how livelihood components are integrated into Adolescent and Youth Development (AYD), Sexual and Reproductive Health and Rights (SRHR), and Gender-Based Violence (GBV) programs, enhancing their effectiveness.
- **Support coordination and partnership activities related to livelihood and economic inclusion initiatives:** This includes building and maintaining relationships with relevant stakeholders, including government agencies, NGOs, and community-based organizations, to facilitate the successful implementation and sustainability of livelihood and economic inclusion activities.
- **Assist in managing the livelihood programming requirements of the KOICA-funded program:** This involves providing technical input, participating in meetings, and contributing to visibility and communication efforts related explicitly to the livelihood components of the program funded by the Korea International Cooperation Agency (KOICA).
- **Perform other duties as required:** This encompasses undertaking additional tasks and responsibilities as assigned by the supervisor to support the unit's and the humanitarian program's overall objectives.

III Training component: Learning elements and expectations

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

- **Project Appraisal and Preparation for Livelihood and Economic Inclusion:** Gain practical experience in appraising project proposals and developing comprehensive plans that address livelihood and economic inclusion. This includes understanding feasibility assessments, risk analysis, and logical frameworks.
- **Assessment and Reporting on Livelihood Integration:** Develop skills in conducting assessments to understand how livelihood and economic inclusion interventions can be effectively integrated into existing Adolescent and Youth Development (AYD), Sexual and Reproductive Health and Rights (SRHR), and Gender-Based Violence (GBV) related interventions. Learn to write clear and concise assessment reports outlining findings and recommendations.
- **Program Monitoring and Resource Management:** Acquire knowledge and skills in monitoring program progress to identify and address implementation delays and ensure the efficient utilization of resources. This includes learning to collaborate with Monitoring and Evaluation (M&E) teams and utilize tools like DHIS2 for effective tracking and reporting.
- **Budget Preparation and Financial Management:** Develop proficiency in preparing project budgets based on available funding and the implementation capacity of implementing partners. This includes understanding budget line items, financial planning, and aligning with donor requirements and organizational guidelines.

The JPO training programme includes the following learning elements:

- First year JPOs attend an orientation programme for one week at the UNFPA Headquarter in New York. During this week they receive a comprehensive overview of the work of the different offices of the organization. Additionally, JPOs have an opportunity to build their networks with their colleagues at HQ as well as fellow JPOs from UNFPA and other UN agencies in New York City.
- JPOs in their final JPO year attend a five day Career Bootcamp workshop at the UNFPA HQ in New York, designed to support their career development and prepare them for the post-JPO transition. During this workshop, JPOs gain practical skills and training on career

development competencies, learn from former JPOs, meet fellow JPOs (past and current) in the UN System, learn about Inter-Agency hiring practices and expand their professional networks.

- The JPO position includes a Duty travel and training allowance (DTTA) of \$ 4.000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Deputy Representative, P-5

Content and methodology of supervision

As part of the UNFPA JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Establishment of a work plan, with clear key results.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Easy access to the supervisor.
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness.
- Guidance and advice in relation to learning and training opportunities within the field of expertise.
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties.
- Annual performance appraisal and development with the supervisor (CPM).

V Required Qualifications and Experience

Maximal age limit is 32 years of 31 December of the year of application.

Education:

- Master degree or equivalent in social sciences or related fields with specialized knowledge in international development, livelihood development, Gender and Youth Development, Monitoring and evaluation, or a field relevant to related development assistance on livelihood and economic inclusion.
- In exceptional cases candidates with a Bachelor's degree plus a minimum of 4 years relevant working experience can be considered.

Substantive parts of the candidates' academic training (Bachelor and/or Master) must have taken place in a developing country that appears on the list of eligible countries.

[eligible-countries-DC-JPOs.pdf](#)

Working experience:

- Minimum of 2 years relevant working experience after obtaining first university degree in livelihood and economic inclusion and prior experience in developing countries is an asset.

Minimum of 4 years relevant working experience for candidates with a Bachelor's degree.

Work experience within the UN system should not exceed 1 year, including UNV, (paid) UN internship and UN consultancy.

All paid work experience since obtaining Bachelor's degree will/can be considered.
Internship and voluntary work experience (other than UNV experience) will not be considered.

- **Languages** : Fluency in English. Knowledge of (other working languages of the UN) is an asset.

Key competencies

Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing cultural diversity, Embracing change.

Core Competencies: Achieving results, being accountable, developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, communicating for impact.

Expertise and experience in the livelihood sector, e.g. on how to conduct:

Needs Assessment: Ability to conduct rapid and in-depth assessments to understand the existing livelihoods, vulnerabilities, and capacities of target populations, often in diverse contexts (e.g., rural, urban, displacement settings).

Market Analysis: Understanding local and regional market systems, value chains, and income generation and employment opportunities.

Value Chain Analysis: Identifying key actors, processes, and constraints within specific value chains to inform interventions.

Vulnerability Assessment: Analyzing factors that make livelihoods susceptible to shocks and stresses (e.g., climate change, economic downturns, conflict).

VI Background information on Agency/Department/Section

UNFPA Ethiopia provides a work environment that reflects the values of gender equality, diversity, integrity, and healthy work-life balance. It is committed to ensuring gender parity in the organization and encourages women to apply. Individuals from minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation, and selection for all, regardless of personal characteristics and dimensions of diversity. Diversity, Equity, and Inclusion is at the heart of UNFPA's workforce.

VII Information on living conditions at Duty Station

Ethiopia is a landlocked country in the Horn of Africa. It lies entirely within tropical latitudes and is relatively compact, with similar north-south and east-west dimensions. The capital is Addis Ababa ("New Flower"), located almost at the country's center. Ethiopia is the largest and most populated country in the Horn of Africa. With the 1993 secession of Eritrea, its former province along the Red Sea, Ethiopia became landlocked.

Eritrea borders Ethiopia to the north, Djibouti to the northeast, Somalia to the east, Kenya to the south, and South Sudan and Sudan to the west.

VIII How to apply

Applicants can apply through this link <https://www.undp.org/jposc/current-vacancies>
Before 22 February 2026.

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.