

Advertisement

Junior Professional Officer

Programme Analyst



United Nations
Development Programme

Closing date 22 February 2026

I General information

Title:	Programme Analyst
Sector of Assignment:	Governance and Human Rights
Country:	Tunisia
Location (City):	Tunis
Agency:	United Nations Development Programme
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total 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 DUTCH NATIONALITY**.

Maximum age of 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 criteria and FAQ section carefully before considering applying

II Duties and responsibilities

Under the supervision of the Governance Team Leader, the Programme Analyst supports the overall management of UNDP's governance programme, including the quality assurance of the Cluster's ongoing and future projects. He/she supports the coordination between the different project teams and facilitates knowledge-sharing and synergies between them. The Programme Analyst provides backstopping to projects, by contributing to project management and implementation, and contributes to the design of new governance projects.

He/she will support UNDP thought-leadership initiatives through research, analysis and drafting of knowledge products, including on digitalization/AI, and will contribute to design and delivery of capacity-building to the Cluster's personnel as well as the introduction of digital/AI-powered solutions to bolster the team's performance.

UNDP adopts a portfolio approach to accommodate changing business needs and leverage linkages across interventions to achieve its strategic goals. Therefore, UNDP personnel are expected to work

across units, functions, teams, and projects in multidisciplinary teams in order to enhance and enable horizontal collaboration.

1) Contribute to the design and implementation of Governance programmes/projects:

- Support programmatic oversight, quality assurance, risk management, monitoring and evaluation, and internal reporting according to planned targets and corporate requirements, including by using UNDP's ERP system (Quantum).
- Support the formulation, implementation and management of UNDP's new country programme 2027-30 and governance projects in accordance with the UNDP programmatic standards.
- Coordinate and ensure the preparation of high-quality project reports for national partners and donors in a timely manner.
- Provide backstopping to projects when needed, by drafting terms of reference, coordinating or implementing actions, or work-planning.

2) Contribute to the coordination of project teams and facilitate synergies and collaboration within the Governance Cluster and with other thematic teams in the UNDP CO:

- Initiate, lead or contribute to thematic working groups.
- Facilitate discussions and joint work between project teams on cross-cutting issues.
- Prepare briefs and analytical notes on projects or project-related topics.

3) Support the Team Leader in UN inter-agency processes related to governance and rule of law:

- Prepare inputs for UN coordination group meetings and ensure follow-up.
- Collaborate with other UN entities in the joint planning and implementation of initiatives to maximize synergies and avoid duplication of efforts.
- Ensure that UNDP's programmatic commitments to UN Sustainable Development Cooperation Framework outcomes are clearly articulated and implemented through the Joint Results Work Plan.
- Contribute to tracking progress against agreed indicators, reporting on results, and supporting evaluations to ensure transparency and learning.

4) Facilitate the creation and management of knowledge, including in the field of digitalisation/AI.

- Research, propose and support the implementation of a knowledge management strategy and codification of lessons learned in governance related areas in Tunisia, in collaboration with the project teams.
- Identify the resources needed by UNDP in Tunisia (e.g., expertise, lessons learned, tools, etc.) for the design and implementation of new initiatives.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization

III Training component: Learning elements and expectations

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

- Conduct high-quality governance and policy analyses, including synthesizing data, drafting briefs, and contributing to evidence-based decision-making.
- Design, support and monitor governance programme activities, applying UNDP project cycle tools, results-based management, and quality assurance standards.
- Facilitate multi-stakeholder coordination and partnership building, engaging government counterparts, civil society, UN agencies and development partners effectively.

- Integrate cross-cutting priorities, such as gender equality, inclusion, digital transformation, and transparency, into programme design and implementation.
- Communicate clearly and strategically, including drafting policy notes, preparing presentations, and articulating complex concepts to diverse audiences.

The JPO training programme includes the following learning elements:

- Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment
- On-going Masterclasses on relevant and inspiring themes
- Career development support mechanisms and activities
- Networking with fellow JPOs, young professionals and senior UNDP colleagues
- Mentoring programme
- Other training and learning opportunities
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Governance Team Leader

Content and methodology of supervision

- Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities
- Establishment of a work plan, with clear key results
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives

V Required Qualifications and Experience

Age limit: Maximum age of 32 years as of 31 December of the year of application.

Education:

Master's degree or equivalent in Political Science, International Relations, Public Administration, Law or an equivalent field.

In exceptional cases candidates with a Bachelor's degree plus a minimum of 4 years relevant working experience can be considered.

Working experience:

- A minimum of two (2) years (with master's degree) or four (4) years (with bachelor's degree) of paid working experience in the field of Rule of Law and/or governance.
- Experience in programme and/or project management desired.
- Digital/AI literacy required; previous experience working on AI initiatives is an advantage.
- Proficiency in the use of office productivity software (Word, Excel, PowerPoint, databases) is desired.
- Experience working in government or international development is an advantage.
- Work experience especially in the Arab States region or Africa is an advantage.

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.

Languages:

- Fluency in French and English required.
- Knowledge of Arabic is an advantage.

Key competencies

- Develop effective strategies and prioritized plans in line with UNDP's mission and objectives, based on the systemic analysis of challenges, opportunities and potential risks; link the general vision to reality on the ground to create tangible targeted solutions; learn from a variety of sources to anticipate and effectively respond to both current and future trends; demonstrate foresight.
- Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system
- Ability to research information and to turn it into useful knowledge, relevant for context, or responsive to a stated need. Ability to apply existing concepts to new situations, and to develop new concepts to generate workable solutions and new approaches. Knowledge of relevant concepts, conceptual models, and theories that can be useful in addressing new situations
- Build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies
- Ability to monitor new and emerging technologies, as well as understand their usage, potential limitations, impact, and added value. Ability to rapidly and readily adopt and use new technologies in professional activities, and to empower others to use them as needed. Knowledge of the usage of digital technologies and emerging trends.

VI Background information on Agency/Department/Section

UNDP is the UN's global development network advocating for change and connecting countries to knowledge, experience, and resources to help people build a better life. UNDP's vision is to support countries in accelerating human development while safeguarding the planet, anchored in the 2030 Agenda and the principle of leaving no one behind. The UNDP's Strategic Plan 2026-29 emphasizes effective, accountable, and inclusive governance as central to human development, anchoring its work in Sustainable Development Goal (SDG) 16, focusing on rights-based systems, anti-corruption, rule of law, and democratic participation, using a systems-level approach with accelerators like digital and AI transformation, gender equality, and sustainable finance to help countries build resilient, people-centered policies and services for sustainable development. Underpinned by human rights, it positions UNDP as a reliable partner in an era of uncertainty, leveraging innovation and foresight to help countries achieve sustainable, inclusive progress.

The UNDP Tunisia Country Office (CO) focuses on promoting inclusive governance, fostering socio-economic resilience, and accelerating climate action in line with the SDGs and Tunisia's Vision 2035.

Through strategic partnerships with government, civil society, the private sector, and international stakeholders, UNDP delivers integrated solutions that address key development challenges, strengthen institutional capacities, and expand opportunities for vulnerable communities. Its work emphasizes innovation and supports the country to leverage sustainable finance to ensure long-term impact and resilience in a dynamic regional and global context. The CO has over 120 staff and delivers an annual programme with a volume of USD 16-20 million.

The Programme Analyst will work in the Governance Cluster of the CO, which oversees a portfolio of projects in the areas of inclusive political processes, institutional strengthening, rule of law and human rights, anti-corruption, social cohesion, civic engagement and youth empowerment.

VII Information on living conditions at Duty Station

Tunis is the Capital of Tunisia and the largest city in the country with a population of 700.000. As the capital of the country, Tunis is the focus of Tunisian political and administrative life and also the center of the country's commercial and cultural activities. There are adequate access to schools, health facilities and decent accommodation cleared by UNDSS such as hotels, guesthouses and apartments. There are plenty of restaurants and shops in the residential and commercial areas of the city. Tunis has a well-developed transport system, which includes a metro system and buses, however not very recommended due to the crowdedness. Taxi services are readily available and recommended. Tunis International Airport is located at 7 kilometers / 4.3 miles from the city center of Tunis (Avenue Habib Bourguiba). Travel time by car is 20 minutes. Tunis's healthcare system is probably the most up-to-date in Africa, almost as good as some European countries. The private clinics, especially those in the capital city of Tunis, measure up to the international standards. Some of the clinics have the facilities to perform certain surgeries on patients. A majority of these private clinics have English-speaking doctors, and many of them also converse in Arabic and French. There are lots of pharmacies based all across Tunisia. Security: Tunis is a Duty Station where the security situation is under strict control of governmental security structures. The level of criminal activity in the country can be described as low. It is safe to walk in most areas, though taking necessary precautions and personal responsibilities as briefed by local UNDSS

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.