



UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

I. Position Information

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| JPO functional title: Poverty Analyst | Grade Level: (P2) |
| Main sector of assignment: Poverty and economic issues | Contract type: Fixed-term (JPO) |
| Detailed sector of assignment: Sustainable Development Cluster | Country and Duty Station: Addis Ababa, Ethiopia |
| Agency: UNDP | Duty Station status: Family (staff member and eligible family members) |
| Department: Regional Service Center for Africa, Sustainable Development and Inclusive Growth Cluster | Duration and Type of Assignment: One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement. Extension for a third year will depend on availability of financial resources and the candidate's performance. |
| Reports to: SDIG Cluster Team Leader | |
| Position Status: Non-rotational | |

II. Job Purpose and Organizational Context

The UNDP Regional Service Centre for Africa (RSCA), based in Addis Ababa, Ethiopia, and with additional offices in Dakar, Senegal and Nairobi, Kenya, serves UNDP's 45 Country Offices in sub-Saharan Africa, develops high quality knowledge and policy, is the organisation's main interface with regional and continental bodies such as the African Union and the Regional Economic Communities, and implements UNDP's Regional Programme for Africa. The RSCA also implements the Regional Programme, which supports Africa's transformation agenda by 1) enhancing inclusive and sustainable growth, 2) widening political participation and giving everyone a voice, and 3) developing responsive institutions which deliver desired services and promote inclusive processes of state-society dialogue. Other areas of work led from the Centre, on a regional and continent-wide basis include: preparation for the Sustainable Development Goals (SDGs), improving countries' public finance management, mitigating the impact of HIV and AIDS, building capacity for disaster risk management and climate change mitigation and adaptation, enabling access to sustainable energy and sustainable use of natural resources, promoting gender equality and empowerment, and enhancing food security in the Sahel. The Centre also provides support to countries on aid and development effectiveness, South-South Cooperation.

The Sustainable Development and Inclusive Growth (SDIG) Cluster focuses on integrating UNDP's economic, social and environmental work into a coherent sustainable development policy and programming framework. It seeks to provide an integrated package of services covering all strands of sustainable development, including on integrated development planning and inclusive and sustainable growth, sustainable livelihoods and economic recovery in post crisis situations and natural capital and the environment. Within the auspices of the 2030 Agenda for Sustainable Development, this Cluster's work addresses, inter alia, poverty, economic growth, employment and livelihoods, social inclusion and equality, recovery in post crisis countries, the management of multilateral environmental affairs,



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ecosystems and biodiversity, marine resources, extractive industries and chemicals.

Reporting to the Team Leader of the Sustainable Development and Inclusive Growth Cluster, of the RSCA in Addis Ababa, the Poverty Analyst, based in the RSCA in Addis Ababa, contributes to the provision of high quality policy and programme advisory services to UNDP country offices in sub-Saharan Africa, research and knowledge products on poverty and inequality measurement, including issues of social and economic vulnerabilities. S/he works closely with the SDIG team in Addis Ababa, other teams across the RSCA, UNDP Country Offices, teams in the Bureau for Policy and Programme Support (BPPS) and the Regional Bureau for Africa (RBA) in HQ/NY, and Global Policy Centers. S/he will support with providing policy and programming services to UNDP Country Offices on poverty and inequality issues. S/he will work closely with the teams in the Sustainable Development Cluster to support the achievement of the 2030 Agenda for Sustainable Development, including financing. The Poverty Analyst collaborates with teams across UNDP to provide quality policy and programming services and advance UNDP's credibility in this thematic area in both crisis and non-crisis countries, ensuring that poverty and inequality dimensions are key in UNDP programming in crisis and post crisis situations as well. S/he is responsible for performing and contributing to the following:

- Policy Research and Development;
- Policy Advice and Programme Support Delivery;
- Policy Positioning and Representation;
- Partnerships and Resource Mobilization;
- Knowledge Management.

III. Supervision

Title of Supervisor: Team Leader, Inclusive Growth and Sustainable Development

Content and methodology of supervision:

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

- Structured guidance provided by the supervisors, 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 supervisors
- 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
- Completion of the yearly UNDP Performance Management Document (PMD)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties



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III. Duties and Responsibilities and Output expectations

1) Policy Research and Development

- Contribute to the production of relevant analysis and guidance, in close collaboration with different teams in the Regional Service Center for Africa and BPPS in HQ, on the SDGs, including on poverty and inequality, development planning and financing for development;
- Contribute to the design of policy and programme initiatives on the SDGs implementation, including on poverty and 'leaving no one behind', development planning and financing for development, for different contexts on key emerging policy agendas, in collaboration with other members of the Sustainable Development and Inclusive Growth team, other teams in the Regional Service Center for Africa in Addis Ababa, and BPPS colleagues in HQ, bringing in perspectives and knowledge from Country Offices and the region; and
- Contribute to new research on the SDGs, including on poverty and inequality, development planning and financing for development, to inform policies and programmes.

2) Policy Advice and Programme Support Delivery

- Support technical policy advice and programme activities that responds to country office needs related to the SDGs implementation and financing for development, including through the provision of capacity development support and backstopping;
- Support the preparation of Mainstreaming, Acceleration, Policy Supports (MAPS) missions as requested
- Support the work on development finance as part of the country needs to move from funding to financing and respond to the Addis Ababa Action Agenda
- Support the use of integrated multi-disciplinary approaches, including through Development Solutions Teams (DSTs), to meet policy and programming needs in line with corporate guidance and standards; and
- Liaise with the CRU and colleagues working on DRR, democratic governance and peacebuilding, social protection, youth employment, private sector development and SDGs localization, both at HQ and in the Regional Service Center, to ensure a rapid and well-coordinated response to and recovery from crisis and provide related contributions to UNDP SURGE for country offices, as required.

3) Policy Positioning and Representation

- Provide substantive and content input to contribute to mobilizing, fostering and strengthening strategic partnerships with UN entities and other relevant bodies and provide inputs to those partnerships in support of UNDP initiatives;
- Prepare briefing notes and speeches, as required;
- Provide substantive input in the process of advocating the importance of the SDGs, their indivisibility, universality and the principle of '*leaving no one behind*', in various fora, including academia and civil society, with a view to deepen related political commitment and related reforms; and
- Support and advocate policy and positioning of UNDP on multidimensional poverty and policies to tackle inequality and socio-economic vulnerabilities in various fora, as appropriate, and under the guidance of the Team Leader of the Sustainable Development and Inclusive Growth Cluster.



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4) Partnerships and Resource Mobilization

- Support the Team Leader of the Sustainable Development and Inclusive Growth Cluster to engage with regional partners and develop/implement knowledge management and innovations partnerships strategies under corporate guidelines;
- Provide substantive inputs related to global external partnerships in Sustainable Development areas; and
- Develop implementation plan to foster strategic partnerships for knowledge management and sharing with UN and external partner institutions, Governments, private sector, academia, NGOs, and CSOs.

5) Knowledge Management

- Contribute to cross-regional exchange of knowledge by collaborating with policy teams in the Regional Service Center for Africa and other BPPS teams at HQ and in Regional Hubs to research, develop and share knowledge-based tools and guidance to help influence/advance policy dialogue in the thematic area and present such material at various fora; and
- Contribute to the knowledge extraction, analysis, documentation, codification of results/lessons learned regarding the SDGs implementation, including on pro poor approaches development planning and financing for development, in the roll out of SDG implementation/ acceleration initiatives, ensuring that knowledge sharing and content management is in line with guidelines and performed using corporate tools.

| IV. Competencies and Selection Criteria | Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory) |
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| Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role. | |
| Core | |
| Innovation <i>Ability to make new and useful ideas work</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Leadership <i>Ability to persuade others to follow</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| People Management <i>Ability to improve performance and satisfaction</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Communication <i>Ability to listen, adapt, persuade and transform</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Delivery <i>Ability to get things done</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Technical/Functional | |
| Primary | |
| Poverty and human development <i>Knowledge of poverty, human development and inclusive and sustainable growth issues and the ability to apply to strategic and/or practical situations</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Sustainable Development Goals (SDGs) <i>Knowledge of the Sustainable Development Goals</i> | Level 4: Originate (Peer Regarded Lead Expert) |



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| <i>and the ability to apply to strategic and/or practical situations</i> | |
| Development planning <i>Knowledge of development planning processes at the national and local level and the ability to apply to strategic and/or practical situations</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Sustainable development <i>Knowledge of sustainable development concepts, principles and issues and the ability to apply to strategic and/or practical situations, covering the economic, social and environmental dimensions</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Secondary | |
| Knowledge Management <i>Ability to efficiently handle and share information and knowledge</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Trends and emerging areas analytics <i>Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design</i> | Level 4: Originate (Peer Regarded Lead Expert) |
| Programme Management <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals</i> | Level 4: Originate (Peer Regarded Lead Expert) |

V. Recruitment Qualifications

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| Education: | Advanced university degree (Master's or equivalent) in economics, development economics, development studies or related disciplines. |
| Experience: | <ol style="list-style-type: none"> 1. A minimum of two years, preferably three years, of working experience in a relevant field to development and poverty reduction required; 2. On-the-ground work experience in developing countries desirable; 3. Strong analytical skills in economic and social dimensions of sustainable development desirable; 4. Knowledge of approaches on multidimensional poverty and inequality measurement and targeting, in different development contexts desirable; 5. Familiarity with development planning processes; and 6. Familiarity with the Sustainable Development Goals. |
| Language Requirements: | <ul style="list-style-type: none"> • Fluency in English and French, both written and oral; • Working knowledge of another UN language is an asset. |

VI. Training and Learning

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:



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- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](#)

VII. Background Information

Information on the receiving office:

The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, South-South and Triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP's Crisis Response Unit (CRU) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

The Cluster on Sustainable Development focuses on integrating UNDP's economic, social and environmental work into a coherent sustainable development policy and programming framework. It seeks to provide an integrated package of services covering all strands of sustainable development, including on integrated development planning and inclusive and sustainable growth, sustainable livelihoods and economic recovery in post crisis situations and natural capital and the environment. Within the auspices of the 2030 Agenda for Sustainable Development, this Cluster's work will address inter alia poverty, economic growth, employment and livelihoods, social inclusion and equality, recovery in post crisis countries, the management of multilateral environmental affairs, ecosystems and biodiversity, marine resources, extractive industries and chemicals.