

United Nations JPO Programme



TERMS OF REFERENCE 20P125

Junior Professional Officer (JPO)

I. General Information

Title:

Associate Coordination Analyst

Level:

P-2

Sector of Assignment :

Development Coordination/ UN Coordination

Organization/Office:

United Nations / Resident Coordinator Office (RCO)

Duty Station:

Skopje, Macedonia

[Non-Family Duty Station: yes / no

Contract Type :

Fixed-term (JPO)

Duration:

2 to 3-year assignment (one-year fixed-term appointment renewable up to 3 years subject to satisfactory performance, recommendation by respective office and partner country agreement). Extension for a third year, possibly in a different duty station, will depend on availability of financial resources and the candidate's performance.

II. Supervision

Title of Supervisor:

Senior Development Coordination Officer & UN Resident Coordinator's Office (RCO) Team Leader

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor. The Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize agreed upon quarterly work plans, based on which the activities of the JPO assignment will be carried out. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.



III. Duties, Responsibilities and Output Expectations

Under the general guidance of the Resident Coordinator and day-to-day supervision of the RCO Team Leader, the JPO will provide research, coordination and project management support to the RCO and UNCT, with particular focus on joint programming. Specifically, the JPO will:

- Act as a day-to-day focal point within the RCO for providing coordination, research and management support to the UNCT members involved in the development and implementation of joint programmes with the aim to boost information sharing and support coordinated implementation of the UNSDCF. The activities may include but are not limited to coordinating the process of preparation of joint reports and reports' consolidation, organization of project/programme steering committee meetings, supporting promotion of joint project results and other activities related to the communication of achieved results.
- Support financing for development workstream, including though desk research, analysis, design and management of financial instruments to enable greater and more effective attraction of SDG financing resources.
- Support RCO with information management, including through collection, integration and management of data, support the process of set-up, updating and management of relevant partnership, programming and financing databases.
- Provide support to the RCO team in thematic, analytical and operational tasks related to its core development coordination functions i.e. economic analysis, partnerships and financing for development, data management and monitoring, communication and advocacy, and improvement of UNCT business operations.

IV. Qualifications and Experience

Education:

Advanced university degree in international relations, economics, finance, social sciences or other sustainable development related study. Additional qualifications in finance, communications or political science would be an advantage.

Work experience:

A minimum of 2 years, preferably 3 years, of relevant work experience in coordination and managing process and projects is required. Performance of multi-tasking and working in big teams desirable. Knowledge of the UN system, UN reform and its operational mandates desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required.

Other skills:

Good command of office software, especially spreadsheet software is an asset.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations;

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently



Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

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

- Gained experience in project cycle management and in coordinating joint multi-agency projects;
- Write thematic reports and recommendations;
- Work effectively across teams in a diverse and multi-cultural environment.

The JPO will receive on-the-job training, where he/she will learn by doing, under supervision and/or exposure to best practices in the area of interaction with various UN entities, partners, donors, Government and non-government institutions, etc.

VI. Background Information

Under the leadership of the UN Resident Coordinator, the United Nations Country Team (UNCT) in North Macedonia – 12 resident UN agencies, funds and programmes, and several non-resident UN-entities – and their partners are working towards the achievements of Sustainable Development Goals (SDGs).

The [*Partnership for Sustainable Development United Nations Strategy for 2016-2020*](#) is the overall strategic planning document that has outlined the five priority areas of cooperation – employment, social inclusion, good governance, environmental sustainability and gender equality – and the associated outcomes to be jointly pursued by 2020 by the UN, the Government of North Macedonia and other partners.

With the current strategy coming to an end in 2020, the UNCT North Macedonia and its partners have embarked on the development of the new strategic planning document, the United Nations Sustainable Development Cooperation Framework (UNSDCF) for North Macedonia for 2021-2025, which will focus on the acceleration of implementation of 2030 Agenda for Sustainable Development in the country over the period of five years. Joint programming by UN organizations and national partners will remain a particularly important implementation component for partners to jointly prepare, implement, monitor and evaluate development activities and through this achieving the coherence of the UN in delivering results and reducing transaction costs.

The development of the next generation strategic planning framework for the country is fully aligned with the comprehensive reform of the United Nations development system, which aims to result in a more integrated UN focused on delivery on the ground, with clearer internal and external accountability for contributions to national needs, and with capacities, skillsets and resources better aligned to implement the 2030 Agenda.

As part of the global reforms and to facilitate coordination towards a more effective and coherent implementation of the 2030 Agenda for Sustainable Development, the Office of the UN Resident Coordinator (RCO) in North Macedonia has been reinvigorated in 2019. The RCO performs the following

Key functions in support of the responsibilities of the Resident Coordinator and the United Nations Country Team in the country:

1. strategic planning;
2. development economics,
3. partnerships and development finance,
4. data and results management and reporting, and
5. communication and advocacy, and
6. streamlined operating practices, through consolidation of back offices and service centres, resulting in both efficiency gains and higher quality services.