



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

Please use this format to request a JPO for your office. The Job Description should be specific and comprehensive and UN/UNDP abbreviations should be spelled out in full.

I. Position Information

JPO functional title:

Local Governance / Rule of Law Officer

Main sector of assignment:

Local governance

Detailed sector of assignment:

Local governance, local development, rule of law

Agency:

UNDP

Department: **Rural and Regional Development
Sector**

Reports to:

Sector Leader

Position Status:

Non-rotational

Job Family:

Grade Level: **P2**

Contract type:

Fixed-term appointment (JPO)

Country and Duty Station:

Bosnia and Herzegovina, Sarajevo

Duty Station status: **Family (staff member and eligible family members)**

Duration and Type of Assignment:

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. Job Purpose and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

The UNDP JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals' excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices.

Country context

Past several years have seen an increasing interest in local governance and development in Bosnia and Herzegovina, mainly in the light of prolonged political deadlocks that have hampered reform processes, leading to the country's economic and social crisis. Years of political neglect, complex administrative and constitutional framework, inefficient government spending, poor legislation, corruption, overall unfavourable investment climate and widespread unemployment have brought the country's economy and social services to the verge of collapse. All this is mirrored in the worsening social situation, including growing poverty and inequalities. Despite such a complex overall political,



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economic and social context, encouraging progress has been noted in the field of local governance and local development, stimulated by local leadership support and responsiveness to community needs, as well as by the donor community involvement. Moreover, it is local governance and community development that seems to present plenty of opportunities for development quick-wins. While ensuring development results to the benefit of local communities in the short term, local development initiatives are gradually building pressure and a positive change momentum from the bottom, ultimately leading to breakthrough and needed policy and systemic reforms in the long run.

Job Purpose:

This assignment is designed to provide technical inputs to the UNDP programme in the areas of local governance and rule of law, justice, security and human rights. The assignment entails providing expert support to the local governance portfolio in delivery of the on-going initiatives, as well as conduct analytical work to identify clusters of results and successful approaches across clusters of projects that can be then upscaled through new interventions. The JPO's assignment will seek to ensure closer alignment of the current and emerging local government portfolio and the rule of law efforts with the Agenda 2030 and its Sustainable Development Goals. In addition, the JPO will collaborate with the respective governance and rule of law teams from UNDP Istanbul Regional Hub. Through the assignment, the selected JPO will benefit from enhancing technical expertise in the subject areas, building professional network and contacts within the UNDP system, and enhancing analytical and organizational skills.

The post will be placed within the UNDP broader local governance and local development programme, that falls mainly under the Rural and Regional Development Sector, but also stretches across other UNDP sectors (Energy and Environment; Social Inclusion). The core number of interventions that constitute the broader local governance portfolio include: [*the Integrated Local Development Project*](#), [*the Municipal Environmental and Economic Governance Project*](#), [*the Diaspora for Development Project*](#), [*the Strengthening the Role of Local Communities/Mjesne Zajednice in Bosnia and Herzegovina Project*](#), [*the Joint UN Programme on Disaster Risk Reduction*](#), all of which are financed by the Government of Switzerland.

Reporting structure and partners

The Governance / Rule of Law JPO will be supporting the local governance and rule of law portfolios, while this post will be placed within the Rural and Regional Development Sector where the largest section of the portfolio lies. The JPO will work under the supervision of the Rural and Regional Development Sector Leader and the Rule of Law Sector Leader and will closely collaborate with the Governance Chief technical Specialist, sector leaders and project teams from the Country Office, as well as with respective teams from Istanbul Regional Hub.

The main partners in the domain of local governance include:

- Local governments and utilities;
- Free legal aid providers and victim witness support offices;
- Local communities;
- Relevant Ministries of Justice at all levels;
- Prosecutors and judges;
- Civil society organisations;
- Relevant entity and cantonal ministries;
- Both entity Associations of Municipalities and Cities;
- Donors supporting local governance and community development efforts in the country: Governments of Switzerland, Sweden, the European Union, etc.



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III. Supervision

Title of Supervisor: Rule of Law & Human Security Sector Leader

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 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 for each of the areas of work;
- 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).

III. Duties and Responsibilities and Output expectations

1) Provide technical support in various tasks linked to implementation of the local governance portfolio

- Support the development of methodologies and approaches for implementation of activities that cut across several local governance projects;
- Conduct research and analysis that support gathering evidence and data, as well as distil sound lessons learnt, cross-sectoral connections and interesting trends in the local governance portfolio;
- Research and suggest transferable local governance approaches;
- Collaborate with the Accelerator Lab and facilitate linkage of the Lab with relevant local governance project/s.

2) Provide technical support in various tasks linked to implementation of the Rule of Law portfolio

- Provide technical advice and contribute to the preparation and implementation of activities related to development of harmonised free legal aid framework at all governmental levels;
- Offer advice and support to activities related to establishment of new and development of infrastructure, monitoring and communication tools for governmental and targeted non-governmental access to justice providers;
- Conceptualize approach in working with judges and prosecutors in the access to justice domain;
- Collaborate with regional and global initiatives and actively contribute to achievement of SDG 16.



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3) Support localisation of SDGs through the local governance portfolio

- Provide technical support and ideas that help localizing SDGs in the local governance portfolio;
- Help set a simple, yet sound list of SDG indicators that help measure contribution of the local governance portfolio to the global SDGs and their monitoring framework;
- Support the design of interactive capacity development approaches raising awareness on the Agenda 2030 among governmental, social and economic stakeholders.

4) Contribute to policy research and analysis in the local governance domain and support research and knowledge development, with focus on innovative local governance solutions and approaches that help accelerate implementation of SDG targets

- Provide analytical and technical support in the design of new local governance interventions;
- Support the work of the UNDP Country Office local governance practitioners' network;
- Assist in analytical work and design of local governance interventions;
- Support basic researches, surveys, etc. that help inform the current and future local governance portfolio;
- Assist the work of the Local Governance and Local Development Donor Coordination Group.

5) Support conceptualization and design of new initiatives/projects in rule of law, justice, and human rights

- Provide thematic and technical support in the design of new initiatives in access to justice domain;
- Support the UNDP Country Office in building a network of partners, experts and stakeholders in the area of rule of law, justice, and human rights;
- Support fundraising efforts for the country office through networking and partnership development.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	



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Contributes to prototyping, piloting, and evaluating lessons / feedback	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Seeks and values other's initiatives and expertise	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Synthesizes information to communicate independent analysis	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Embraces complex challenges and opportunities for getting work done	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Meets goals and quality criteria for delivery of products or services	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

V. Recruitment Qualifications

Education:	Master's Degree in public administration, law, political science or related field.
Experience:	<ul style="list-style-type: none"> • A minimum of three years of working experience in the field of governance, public administration reform and rule of law areas required. • A minimum of 2 years of experience in working in development required, preferably in the governance domain. • Knowledge of the context in Bosnia and Herzegovina and the Western Balkans region is a distinct asset.
Language Requirements:	<ul style="list-style-type: none"> • Excellent English communication skills, both written and oral
Other desirable education, languages and work experience:	<ul style="list-style-type: none"> • Knowledge of the Agenda 2030 and the Sustainable Development Goals. • Sound analytical and writing skills. • Excellent computer skills.

VI. Training and Learning

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

- 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](#)

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the



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receiving office: participation in the Local Governance Practitioners' Network of UNDP in Bosnia and Herzegovina, workshops and learning events organised by the Accelerator Lab, capacity development in the subject area organised within relevant projects, etc.

VII. Background Information

Information on the receiving office:

UNDP in Bosnia and Herzegovina

Since 1996, UNDP has been supporting the people of Bosnia and Herzegovina in moving from post-conflict recovery towards sustainable development. Programme activities are guided by the aspirations of Bosnia and Herzegovina to become a member of the European Union, as well as by the UNDP Country programme Document 2015-2019. UNDP's work in the country is complementary to and reinforced by other UN agencies (the United Nations Children's Fund, the UN Volunteers, the UN High Commissioner for Refugees, the International Labour Organisation, UN Women, etc.). In partnership with state, entity, cantonal and local governments, and a wide range of socio-economic partners, other UN agencies and socio-economic partners, UNDP in Bosnia and Herzegovina works in the following programmatic areas that contribute to achieving the Agenda 2030 and its Sustainable Development Goals: (a) reduction of regional, economic and social disparities; (b) sustainable management of environmental and energy resources; (c) access to justice and human security; and (d) social inclusion. The Country Office has more than 150 staff spread across senior management, the operations division, four programme sectors and 4 regional offices (Banja Luka, Bihać, Doboj and Mostar).

Living conditions at the Duty Station:The UN designated state of alert for Bosnia and Herzegovina is Security Level 1 which is minimal and lowest security level in the Security Level System for the entire country, including the capital of Sarajevo. The situation in Bosnia and Herzegovina is generally quiet and peaceful; all international agencies consider threats to their staff to be low at this time. However, the country faces the same problems as much of Europe, from pickpockets to traffic accidents, so please make sure you exercise appropriate personal security awareness and common sense.

Smoking/Non-Smoking environment (as applicable): Non-smoking environment in the Country Office.