

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:
External Relations Officer

Sector of Assignment:
Strategic partnerships and resource mobilisation

Country:
Belgium

Location (city):
Brussels

Agency:
UNDP

II. Supervision:

Name of Supervisor:
Ms. Eleanor O'Gorman

Title of Supervisor:
Senior Policy Advisor

Content and methodology of supervision:
The JPO will report on daily progress to the supervisor and is expected to submit a three month work plan which will be followed, discussed and amended in coordination with the supervisor on a regular basis. The JPO will also report on lessons learned and best practices. Performance appraisal will take place as per standard procedures.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

- Prepares policy papers (development priorities, governance issues, conflict prevention and post-conflict reconstruction) related to the African, Caribbean and Pacific (ACP) countries and participates in policy dialogue involving these countries. 15%
- keeps abreast of and analyses ACP and European Union (EU) (DG for Development Cooperation; EP Development Committee) development assistance priorities, including strategies (policies and programmes). Closely follows global trends in development assistance. 10%
- managing relations with partners is a major aspect of work; builds and consolidates partnerships with the ACP Secretariat and partners; the EC's DG for Development Cooperation; the EP's Development Committee. 15%
- ensures UNDP's representation in events organized by partners in order to ensure the visibility/presence of UNDP and the availability of a UNDP resource person on substantive themes promoted by UNDP. 10%
- learns from UNDP's current work to synthesize material for advocacy and discerns opportunities for advocacy. 10%
- plans and manages the dissemination of advocacy material to ACP partners as deemed necessary. 10%
- creates, promotes and maintains, in association with other staff, a UNDP marketing package, a portfolio of ideas, initiatives, projects, programmes and services. 10%
- responsible for the preparation of regular reports/documentation relating to partners (the ACP, the EC and the EP). 15%
- may perform other functions as and when required. 5%

IV. Qualifications and Experience:

Education:

Degree in Social Sciences, Political Sciences or International Relations with an emphasis in EU affairs and/or development issues.

Work Experience:

Relevant work experience within the EU institutions or knowledge of the functioning of the institutions an asset.

Key Competencies of the assignment:

- fluency in English, with excellent writing skills are an absolute requirement;
- Fluency in French an asset;
- Advanced computer skills (word processing/spreadsheet) required;
- Sound judgement, good analytical skills as well as professionalism and maturity;
- Ability to organize work efficiently and deal with a heavy workload;
- Demonstrated ability to work in harmony with staff members of different nationalities in a mutually supportive team approach.

V. Learning Expectations:

Upon completion of the assignment, the JPO will be able to write assignment reports; monitor and evaluate trends in development assistance; establish positive working relations with counterparts. In addition, the JPO will enhance his/her negotiation, networking and communications skills by representing the organization at various meetings, seminars, events relevant to his/her tasks. Furthermore, the JPO will gain an in-depth substantive knowledge of ACP, EU as well as UNDP development issues and a broad knowledge of the specific development aspects s/he is handling.

VI. Background Information:

The Brussels Liaison Office -a component of the Bureau for Resources and Strategic Partnerships- is responsible for UNDP's dialogue with partners in development in both Belgium and Luxembourg. This includes government, the EU institutions, the ACP Secretariat, development NGOs, academia, business, the media as well as the UN and the World Bank. The office places priority in intensifying and enhancing its relations with these partners. Achieving positive results depends not only on an in-depth understanding of the political process but also on an innovative and forward-looking approach in order to reach all those who have an impact on this process and in UNDP's work.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Belgium, with its population of 10,2million (2001), is a constitutional monarchy and a federal state. The country is made up of two major language groups, the Dutch-speaking Flemish and the French-speaking Wallonia as well as a smaller German-speaking minority. Brussels, the capital of Belgium, is bilingual (Flemish and French). Belgium is home to the EU institutions, the North Atlantic Treaty Organization (NATO) and many international bodies.

