

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:
Special Assistant to the Director

Sector of Assignment:
Governance and human rights

Country:
Norway

Location (city):
Oslo

Agency:
UNDP

II. Supervision:

Name of Supervisor:
Mr. Bjoern Foerde

Title of Supervisor:
Director, Oslo Governance Centre

Content and methodology of supervision:

As a professional officer, the JPO will not need supervision on a daily basis. Based on the description of his/her duties and responsibilities, a work plan will be agreed upon by the JPO and the supervisor at the beginning of his/her assignment and reviewed periodically. Performance will be reviewed in performance-related discussions on a quarterly basis, but the JPO will be free to seek guidance and advice from the supervisor anytime this is needed.

III. Duties, Responsibilities and Output Expectations:

Assist the Director in his coordination function in facilitating team work with respect to policy advice, research, partnership development, advocacy and outreach, 30%

2. Undertake research on generating new ideas on democratic governance, and assist the Director in managing the research and training activities on democratic governance, 30%

3 Assist the Director in establishing new links and strengthening existing partnerships with governments and research institutions with a global remit to provide high-quality research and analysis likely to strengthen UNDP governance programmes, 20%

4. Participate in the advocacy and outreach activities of the OGC, 20%

IV. Qualifications and Experience:

Education:
Advanced university degree in the social sciences or law.

Work Experience:
At least two years of professional experience in an international or research organization and, preferably but not necessarily a year of experience in UNDP.

Key Competencies of the assignment:
Very strong analytical abilities;
Communications and advocacy skills;

Ability to work well in teams, especially those constituted across various disciplines;
Ability to apply a comprehensive development approach to social reality;
High level of technical competence in social science methodology and ICTs;
Fluency in English and good working knowledge of a second UN language is a requirement.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have acquired very good work habits and a rich experience in a research-oriented international organization, and will be able to pursue a successful career in development cooperation at either the national or international level.

VI. Background Information:

The UNDP Oslo Governance Centre was established in March 2002 to serve as a global thematic facility for the Bureau for Development Policy (BDP) on governance. A unit of the Institutional Development Group (IDG), the UNDP-OGC is a resource and service centre designed to push forward the UNDP knowledge agenda on democratic governance, in harnessing all that is known about specific areas of governance and using that knowledge to improve service delivery by UNDP programme officers around the world.

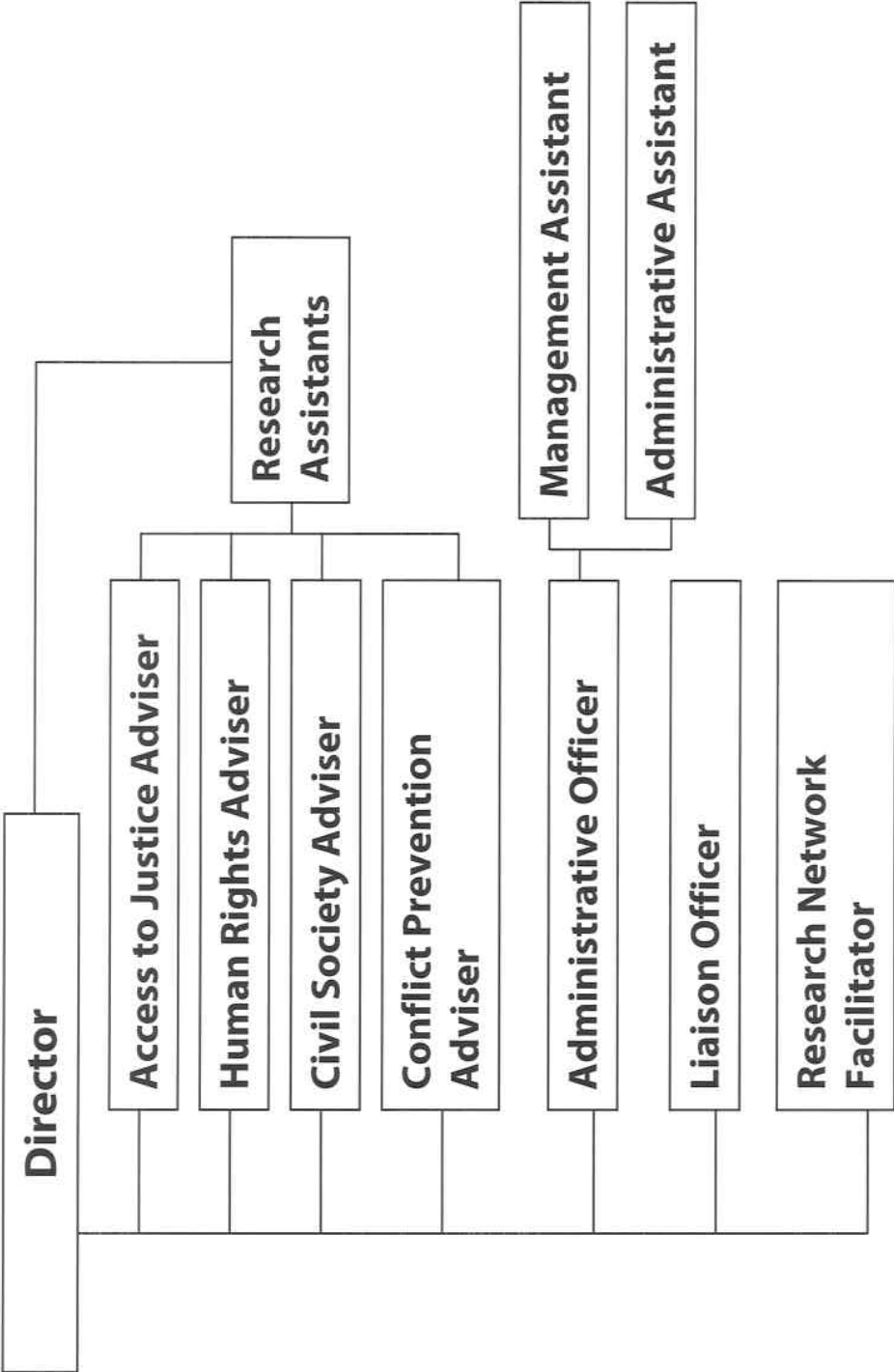
The Centre's work focuses on the four areas of access to justice, civil society, human rights and conflict prevention, but the OGC staff works closely with colleagues in New York and in BDP's sub-regional resource facilities (SURFs) in all the service lines of the democratic governance practice. Its team of specialized governance advisers will respond to demands for policy advice from developing countries, channelled through UNDP Resident Representatives, and will also contribute to developing global consulting services in the practice area of democratic governance. This involves keeping abreast of research and policy developments, gathering and communicating lessons learned from experience, partnering with other institutions specializing on governance, and playing a strong advocacy role for corporate global policy frameworks. In carrying out these functions, the team will also help enhance the skills of staff in UNDP country offices.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Oslo is a very clean and nice city to live in. The crime rate is very low, and there are good possibilities for outdoor activities all year around. Unfortunately, Oslo is also very expensive, as the cost of living is very high.

Organization Chart UNDP Oslo Governance Centre



March 2003