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## **TERMS OF REFERENCE Junior Professional Officers (JPO)**

### **Junior Professional Officers (JPO)**

Please indicate if this ToR supersedes a previously submitted ToR:

No

#### **I. General Information:**

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Title:

Junior Professional Officer-Programme

Sector of Assignment:

Poverty and economy

Country:

Panama

Location (city):

UNDP Office, Panama City, Republic of Panama

Agency:

UNDP

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#### **II. Supervision:**

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Name of Supervisor:

Programme Officer (PO), under the overall guidance of the Assistant Resident Representative (ARR)-Programme

Title of Supervisor:

Assistant Resident Representative (ARR-Programme)

Content and methodology of supervision:

The JPO will be a member of one (Poverty) of the three programme thematic areas (governance, poverty, environment). The JPO will be part of all programme meetings with the ARR and other programme activities. Though the primary supervision for the day-to-day work will rest with a National Officer, the JPO will work under the guidance and coaching of the ARR and DRR. Also, the ARR, in consultation with the National Officer, will establish the workplan and responsibilities of the JPO. The JPO will have interaction with national project counterparts and with office colleagues on a regular basis.

The position is a 1 year fixed term appointment renewable subject to satisfactory performance.

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#### **III. Duties, Responsibilities and Output Expectations:**

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Please include percentages for each duty:

The duties and responsibilities will include providing support to the national execution of some projects and Agencies, funds and on-going programmes of the United Nations System in the country. The specific action areas will be rural poverty, protection of the

natural resources and indigenous populations (specially at the Darien Province and the Ngöbe Bugle Comarca) in order to ensure the timely provision of the necessary inputs for the accomplishment of the project's anticipated activities in accordance with project documents.

The specific tasks are as follows:

- Provides substantive support to the CO in his/her area of specialization (background papers, analysis, inputs to documents, lectures and presentations, donor briefs, etc.);
- Manages ongoing projects in the Poverty cluster and assists in the formulation and drafting of new project documents or preparatory documents;
- Assists in the preparation of regular correspondence with UNDP Headquarters, participating in meetings with Executing Agencies and Government authorities on programme and projects' implementation, specially in projects sites on indigenous population areas.· Supervises or coordinates with other CO staff the provision of National Execution support services to the projects monitored by the JPO (contracting, direct payments);
- Assesses and evaluates the impact of UNDP's programme and projects in Panama and prepares respective reports;
- Trains national counterpart staff in National Execution rules and regulations in line with the CO's NEX Manual;
- Updates information on bilateral and other international programmes executed in the country concerned.
- Assists in the preparation of background papers on the economic and social situation of the country concerned and its national development plan.
- Carries out any other duties which the Resident Representative, Deputy Resident Representative or the Assistant Resident Representative - Programme may assign.

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#### **IV. Qualifications and Experience:**

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Education (only Master's degree or equivalent):

Master's degree in: Economics/Social Sciences/Agricultural

Work Experience (at least 1 to 2 years relevant work experience):

1 to 2 years relevant work experience in: his/her area of expertise. Previous experience with UN (UNDP) work, or other international cooperation programmes would be an asset.

Key Competencies of the assignment:

Desirable, academic or work experiences in development; management of projects and programs of rural development and/or conservation of the natural resources.

Fluency in Spanish and English.

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#### **V. Learning Expectations:**

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

Upon completion of the assignment, the JPO will be able to formulate, appraise and prepare projects addressing main development issues in the areas of poverty; write assessment reports on the subject of development conditions and needs; monitor progress in project and programme implementation; prepare project budgets on the basis of well formulated development objectives; gain experience on co-financing mechanisms with government or International Financing Institutions; analyze and recommend mechanisms for implementation and coordination of development projects.

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**VI. Background Information:**

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The UNDP Programme portfolio in Panama is one of the largest in the world, reaching an annual delivery level of \$131.1 million in 2002. The Country Cooperation Framework defines four main priority areas: governance (institutional development, state modernization, capacity building of government agencies, and consensus-building and dialogue processes); poverty (institutional support to manage large social investment projects, agricultural and rural development, indigenous populations, and poverty studies based on living standard surveys); and environment (biodiversity in the Darien Province, forestry development, climate change activities). The largest area comprises governance. The Office also manages a very large programme based on cost-sharing from different sources of funds, among which the Inter-American Development Bank, The World Bank, IFAD, GEF and the Government's own funds.

Please attach Organigramme

[See it here...](#)

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**VII. Information About Living Conditions at the Duty Station:**

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Panama is located in the middle of the Occidental Hemisphere, the Caribbean Sea lies to the North and the Pacific Ocean to the South, it borders Colombia on the East and Costa Rica on the West. The country has a population of nearly 2.7 million persons with a diverse ethnical composition.

Panama has two seasons, which are the dry and rainy seasons. The first one occurs between December and May, the rest of the year is very rainy. Temperature presents many variations from the mountains to sea level, where the average is around 27° C. While the official currency is the Balboa, the US Dollar is the currency of legal circulation in Panama. The banking system in Panama is among the most advanced in Latin America. Credit cards specially Visa and MasterCard are widely accepted. The country is considered a middle-income developing country, though its income distribution varies greatly. Panama City offers good living conditions with all the comforts and infrastructure of a modern and industrialized city, while the interior is characterized by poor and underdeveloped areas.

Spanish is the official language, although English is widely used in the capital city.

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**Approved by:**

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Elizabeth Fong

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Panama

Agency / Unit:

UNDP-Panama

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**Submitted by:**

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