

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Junior Profession Officer: Private Sector Development

Sector of Assignment:

Private sector development

Country:

USA

Location (city):

New York

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Senior Policy Advisor

Content and methodology of supervision:

At the commencement of the JPO's assignment, the supervisor together with the JPO will develop a work plan outlining the expectations of the JPO and the specific tasks for the first year of the assignment. The supervisor will provide day to day guidance to complete the different tasks effectively. The supervisor will be available to give coaching and feedback throughout the reporting period. The JPO will be subject to the UNDP performance management review and two formal performance discussions will be conducted during the reporting period.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

Under the direct supervision of the Senior Advisory Private Sector Development, the JPO will perform the following functions:

- i) Support with the implementation of the recently approved (sept 07) UNDP Private Sector Strategy.
- ii) Support the Senior Policy Advisory in liaising with UNDP Country Offices, UNDP Regional Bureaus, and Regional Centers as appropriate;
- iii) Assist with the development and implementation of concrete programmes for the value chain priority area and the pro-poor business model priority area;
- iv) Assist with the management of knowledge—lessons learned, the assessment of impact, the development of indicators—derived from global and in-country PSD programmes; This includes being responsible for the state-of-the-art UNDP website

on PSD.

v) Assist the Senior Policy Advisor in ensuring substantive participation by UNDP on Private Sector in Development issues in the relevant UN coordination forums and other occasions,

vi) Assist with efforts to mobilize resources.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's degree in: Business Administration, Economics, Social Sciences, International Relations or Development.

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

2-3 years of working experience in the private sector, development related field, policy research or field experience in the area of private sector in development preferred

Key Competencies of the assignment:

- Knowledge of a second UN language (Spanish, French) strongly preferred.
- Interest in and commitment to the ideals of the United Nations
- Good computer skills
- Superior writing and speaking skills in English and preferably in another UN language
- Experience working in a multi-cultural environment and/or a developing country environment

V. Learning Expectations:

Upon completion of the assignment the JPO will be able to acquire a good understanding of the UNDP and the UN system work in the areas of private sector in development. The assignment also will expose the JPO to the challenges of development issues in a highly complex environment.

Training Component:

Supervisor will provide on the job learning/training opportunities for the JPO throughout the assignment period. The JPO will learn from the different meetings which will be organized by the Bureau related to private sector development. In addition, the JPO training funds will be utilized for specific training programmes on PSD related issues. The bureau will provide generic training for all staff which the JPO will also have access to. The JPO will attend the corporate JPO training programme.

Learning elements:

The JPO is expected to learn (throughout his/her assignment) about UNDP in the area of Private Sector Development. He/She will be working closely with a Senior Officer who is highly experienced professional staff in the area of PSD. By the time the JPO completes his/her first year of assignment, he/she should have a clearer understanding of the Division's work in the area of private sector in development.

VI. Background Information:

The Private Sector Division of UNDP was created in February 2007 with the aim of consolidating and further promoting UNDP's role in both private sector development and private sector engagement. The unit brings together staff employed on private sector issues in the Partnership Bureau and the Bureau for Development Policy (BDP) under a single roof, with a matrixed management arrangement.

In order to prioritize the work of the Private Sector Division and to give substance to private sector commitments contained in the UNDP 2008-11 Strategic Plan, a corporate UNDP private sector strategy was completed and approved by the UNDP Operations Group in September 2007. The strategy highlights the importance of promoting market systems that extend choice and opportunity to the poor as entrepreneurs, employees and consumers. It envisages a stronger role for UNDP in promoting upstream policy reforms for inclusive market development, as well as increased support for facilitating pro-poor value chain integration, brokering investments in pro-poor goods and services, fostering inclusive entrepreneurship and promoting effective 'corporate social responsibility (CSR), including UNDP partnerships with the private sector.'

Please attach Organigramme

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VII. Information About Living Conditions at the Duty Station:

The Living Conditions in New York City are high with high quality school and health facilities.