

# TERMS OF REFERENCE Junior Professional Officers (JPO)

## Junior Professional Officers (JPO)



### I. General Information:

Title: **JPO Programme Analyst (Justice and Security)**

Sector of Assignment: **Governance and human rights**

Country: **Kosovo, UN Administered Territory**

Location (city): **Pristina**

Agency: **UNDP**

Duration of Assignment: **Initially one year with the possibility to extend up to 3 years.**

Grade: **P1 step 1 or P2 step 1 in the first year, depending on the level of education and experience.**

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **Dutch and European Union nationals or permanent residents of the Netherlands** (for criteria refer to the website of the Netherlands Ministry of Foreign Affairs:

[http://www.minbuza.nl/en/Key\\_Topics/Development\\_Cooperation/Associate\\_Experts\\_Programme](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

### II. Supervision:

Title of Supervisor:  
Programme Coordinator

Content and methodology of supervision:

The incumbent will be supervised by the Justice and Security Programme Coordinator. While the incumbent will be expected to be able to work independently and demonstrate a high degree of initiative, the Programme Coordinator will work closely with the incumbent in order to mentor and monitor his/her work.

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

1. Supports implementation of strategic programme outcomes focusing on achievement of the following results:

- Monitoring and analyzing emerging economic, social and political factors which would affect development programmes and identifying development needs relevant to UNDP's mandate

- Advising CO management on issues that would benefit from high-level advocacy efforts
- Formulating and revising project documents
- Advising Country Office (CO) programme staff regarding the strengthening of conflict-sensitive practice in the Kosovo programme, as well as additional entry points and programming opportunities from a conflict prevention and confidence-building perspective
- Promoting proper coordination of UNDP Kosovo projects with respective regional and global programmes and projects and supporting regional and sub-regional networking activities

2. Supports effective strategic management and growth of the programme portfolio, focusing on quality control from formulation to implementation of the country programme achieving the following results:

- Supporting implementation of the Justice and Security Programme 2008-12 and associated outcomes as identified in the CO programme strategy
- Authoring project proposals, initiating projects, presenting projects to Local Programme Advisory Committee (LPAC), finalizing contribution agreements, determining revisions, coordinating mandatory and budget re-phasing exercises, participating in recruitment and selection processes, closing projects through review
- Monitoring, and, when required, supporting day-to-day programming / project implementation
- Supervising administrative activities required on the part of UNDP Kosovo to maintain the flow of resources and to eliminate obstacles
- Providing guidance and orientation for the efforts and contributions of consultants, programme/project personnel, other donors and local institutions towards the achievement of programme objectives
- Coordinating and participating in oversight of monitoring, evaluation, and impact assessment of projects

3. Supports creation of strategic partnerships and implementation of the resource mobilization strategy focusing on achievement of the following results:

- Building partnerships with local and international stakeholders in Kosovo
- Identifying possible sources of funding for the Justice and Security Programme
- Preparing documentation in support of resources mobilization activities
- Contributing to the development of Bureau for Crisis Prevention and Recovery (BCPR's) knowledge management and policy products
- Participating in inter-agency consultations to ensure UNDP Kosovo's assistance complements that of other UN system actors

4. Ensures provision of top quality policy advice services to the Provisional Institutions of Self-Government of Kosovo and facilitation of knowledge building and management focusing on achievement of the following results:

- Identifying sources of information related to policy-driven issues, identification and synthesis of best practices and lessons learnt directly linked to CO programme policy goals
- Developing policies and institutions that will address Kosovo problems and needs in collaboration with the government and other strategic partners
- Contributing to UNDP global knowledge networks and communities of practice
- Organizing trainings for project staff on programme and project management issues

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

Education (only Master's degree or equivalent):

Master's Degree or equivalent in Business Administration, Public Administration, International Affairs, Conflict or Security Studies, Political Science, Social Sciences or related field.

Work Experience:

Preferably at least 2 years of relevant experience at the national or international level; hands-on experience in design, monitoring and evaluation of programming in the justice or security fields.

Key Competencies of the assignment:

##### Corporate Competencies:

Demonstrates integrity by modelling the UN's values and ethical standards

Promotes the vision, mission, and strategic goals of UNDP

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Treats all people fairly without favouritism

Excellent analytical and organizational skills

##### Functional Competencies:

Knowledge Management and Learning:

Promotes a knowledge-sharing and learning culture in the office

In-depth knowledge on development issues

Ability to advocate and provide policy advice

Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness:

Ability to support strategic planning, results-based management and reporting

Ability to contribute to formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources

Strong IT skills, including proficiency in Microsoft Office software and experience with web-based management systems

Management and (Self)Leadership:

Focuses on impact and result for clients and responds positively to feedback

Consistently approaches work with energy and a positive, constructive attitude

Demonstrates strong oral and written communication skills

Communicates effectively with staff at all levels of the organization

Acts with tact and diplomacy and cross-cultural effectiveness

Proves outgoing and comfortable in handling external relations

Builds strong relationships with clients and external actors

Remains calm, in control and good humoured even under pressure

Demonstrates openness to change and ability to manage complexities

Possesses the ability to convey difficult issues and positions to senior officials,

Sensitivity to local cultures.

## **V. Learning Expectations:**

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

- Be able to carry out UNDP programme Management
- Have acquired knowledge of UNDP / UN policies and programmes in crisis and post-crisis situations
- Have acquired knowledge of UNDP / UN regulations, rules, policies, procedures and practices; operations.
- Have completed a Learning path on Learning Management System
- Have completed Basic Training on Result Based Management
- Be PRINCE2 certified

## **VI. Background Information:**

UNDP Kosovo is seeking exceptional candidates for the position of JPO Programme Analyst (Justice and Security). Under the guidance and direct supervision of the Justice and Security Programme Manager, the Programme Analyst will play a key role in supporting the UNDP Kosovo Justice and Security Programme 2008-11 and realization of strategic outcomes associated with justice and security within the broader UNDP Kosovo programme framework. The programme portfolio will include interventions on access to justice, armed violence reduction and community security, demobilization and resettlement of ex-combatants, development of justice and security institutions, and women's safety and security.

The Programme Analyst will analyze political, social and economic trends and lead formulation, strategic management and evaluation of activities within the Justice and Security Programme, as well as provide policy advice services to partners. Working in close collaboration with UNDP Kosovo programme and operational staff, other UN Kosovo Team agencies, UNDP HQ staff, officials of the Provisional Institutions of Self-Government of Kosovo, technical advisors and experts, multi-lateral and bi-lateral donors, and Kosovo civil society, the Programme Analyst will ensure successful UNDP Kosovo programme implementation.

UNDP Kosovo's programme portfolio in the areas of justice and security is growing rapidly at a time of intense focus on transfer of competencies from international to national actors and heightened awareness of public security issues. Capacity development—especially in the form of mentoring, coaching, and training—will be a key focus of the post-holder. An effective exit strategy will be key to success for the post-holder: s/he will work in tandem with national programme staff and prioritize transfer of knowledge and skills.

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

Security Phase III, non-family duty station and SOLA approach

Kosovo is classified as "C " Hardship

- Western facilities (clothing, food, restaurants) are available in the city
  - Traffic congestion and air pollution is a nuisance to some inhabitants
- Pristina is a large city with all European amenities, including grocery stores with many foreign imports; restaurants; bars/nightclubs; pharmacies; etc.

The weather can reach approximately -15C in the winter and 25-30C in the summer.

Due to the introduction of the euro and the substantial international presence, rent and food costs are higher in Pristina than any other city in Kosovo. A person is likely to pay between 500-1000 Euros per month for an apartment. A meal costs on average between 5-8 Euros, while a more formal meal costs between 10-20euros.

A person does not need a vehicle in Pristina as long as living relatively close to the centre. Most stores and restaurants are within walking distance. Taxis cost between 1.5-3 Euros and the public bus costs 30cents.

**How to Apply:**

Eligible candidates are requested to submit an online application at the following link:

[http://www.jposc.org/content/programme/current\\_vacancies-en.html](http://www.jposc.org/content/programme/current_vacancies-en.html)

**The deadline for receipt of applications is 12 midday, Friday 19 November 2010.**

Applications received after this deadline will not be considered. In view of the volume of applications, only candidates being invited to an interview will be contacted.