

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:
Policy Analyst

Sector of Assignment:
UN System Coordination

Country:
USA

Location (city):
New York

Agency:
UNDP-UNDOCO

II. Supervision:

Title of Supervisor:
Associate Director

Content and methodology of supervision:
Under the supervision of the Associate Director, Country Office Business Operations and Funding Issues and Coordination of Delivery as One pilot countries' support, the incumbent will support the implementation of the UN coherence and effectiveness agenda with emphasis on coordination support for the DaO pilot countries and support the roll-out of coherence to the 2009 UNDAF countries. (S)he will provide service and support to and liaise closely, as required, with relevant pilot countries, HQs inter-agency Working Groups/Task Teams, UNDG Agencies, Regional Directors Teams and UNCTs.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

1. Function/Expected Results: (70%) Support the work of inter-agency Working Groups/Task Teams in assigned areas, with particular focus on support to be provided to operations at country level. More specifically,

- Providing support to the cluster on policy discussions on a wide range of topics in particular Delivering as One, results-based management, coherence efforts, and political processes;
- Collection of data/information on issues that relate to the country office business operations, namely the UNDAF process as well as Delivering as One;
- Preparation or documentation of best practices;
- Participate in key meetings and produce the notes for the records required;
- Providing assistance in preparing background and briefing documents;
- Providing support in the review and analysis of UN performance as part of the annual reporting requirement;
- Assist in day-to-day work of the Cluster and perform other assignments as the supervisor may deem important necessary in pursuing enhanced coherence among countries.

The incumbent may also be called upon to:

- Provide support to the relevant UNDG Working groups/Task Team to implement their work plans, ensuring drafting reports and background papers
- Keep track of existing policies and practices in assigned areas; share the relevant information with the inter-agency Working Groups/Task Teams and country-level teams.
- Support tracking of progress on issues being discussed and resolved by Working Groups/Task Teams in assigned areas. Prepare regular briefings and progress reports, collect information on lessons learnt, analyze issues emerging from countries' experiences and flag them to relevant Working Groups/Task Teams.
- Support exchange of relevant information between Working Groups/Task Teams in assigned areas, as well as with other UNDG Working Groups and High Level Committee on Management

(HLCM) mechanisms.

2. Function/Expected Results: (15%) Support information sharing and presentation on key trends, issues and main results in assigned areas. In particular,

- provide guidance to DOCO staff on on-going issues and discussions in assigned areas, as required.
- provide inputs to the reports, workplans and other documentation as required
- provide inputs for various communications materials, participate in the conceptualization of communications/learning materials and products.

3. Function/Expected Results: (15%) Provide general support to UN Reform and successful functioning of the RC system through performing Geographic Focal Points (GFPs) functions and contributing to UNCT efforts in the following areas:

- enhanced coordination capacity at country and regional levels,
- successful implementation of country programming processes and operations and
- incorporation of global policies and guidance into country level programming and operations

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):
Advanced University Degree in Business Administration, Social Science, International Development or other relevant field.

Work Experience (at least 1 to 2 years relevant work experience):
Preferably a minimum of two years of relevant experience in international development or related area. Knowledge of the UN system an advantage. Experience in writing background documents, report and guidance notes. Good analytical skills and experience in research, drafting and editing documents.

Excellent written and spoken English. Knowledge of other UN languages is an asset.

Key Competencies of the assignment:

Results Orientation: Uses initiative and sound judgment to deliver required outputs and planned results.

Problem Analysis and Decision-Making: Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate; contributes creative, practical ideas and approaches to deal with challenging situations.

Team Work: Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others; is adept at working in cross-functional teams; initiates and sustains relationships with members of working groups; negotiates agreements across parties, taking their needs and interests into account.

Communications skills: Strong oral and written communication abilities, especially the capacity to listen and be responsive to the opinions of others. Speaks confidently and exercises diplomacy in dealing with all partners, demonstrating tact, determination and sensitivity.

V. Learning Expectations:

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

After his/her experience in DOCO, the JPO will have developed a sound knowledge of the UN reform key areas as well as the systems and experiences of UN coordination at the HQ and country level. A basic knowledge of UNDP management tools (ATLAS ERP) will also be expected.

VI. Background Information:

The Development Operations Coordination Office (DOCO) is the secretariat of the UN development Group. As such, it performs functions in supporting the HQ mechanisms of the coordination among the different UN programmes, funds and agencies that implement development activities at the country level. In addition, DOCO provides support to the Resident Coordinator system both at the regional and country level, managing on behalf of UNDP the Support to Resident Coordinator and Country Coordination funds.

VII. Information About Living Conditions at the Duty Station:

As one of the world's culturally diverse and busiest city, New York can be an exciting place to work and live. Living in New York is always a compromise. One's choice depends on one's own selection criteria. The criteria can be one or a combination of these: (i) Searching for a less expensive area; or (ii) Searching for a safe and secure area; or (iii) Searching for an area with good schooling. The related questions that one needs to ask oneself are: (i) Is one willing to commute and if so how long of a commute? Does one own or wish to own a car, etc.

As for safety and security of the different areas of New York, it is best to rely on the word of mouth from colleagues and friends.

One can also visit the NYC commission located in DC-2, 17th floor for information. Rental places for one year or less can be looked at in the lobby of the UN Secretariat as well.

A good starter website is <http://newyork.craigslist.org>.

Others are:

<http://www.subletinthecity.com>

<http://www.bridgesuites.com>

<http://lodgis.com>

<http://www.metro-home.com>

The JPO will likely live in an apartment in New York. While living is costly, New York provides excellent , innumerable and affordable social and entertainment venues for young people.

Further information about New York city is available at www.nyc.gov
