

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Analyst

Sector of Assignment:

Crisis prevention, humanitarian relief and recovery

Country:

USA

Location (city):

New York

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Senior DDR Advisor

Content and methodology of supervision:

While the team concept lies at the core of BCPR's day-to-day operations, it is nonetheless expected that the incumbent will be able to work independently with significant levels of autonomy and responsibility in his/her work to support BCPR as well as UNDP's Country Offices. Given the nature of a JPO position, BCPR will support the learning and training opportunities of the JPO to ensure that expectations are fulfilled personally and professionally. Informal performance feedback will be given frequently, but also more formally through the corporate RCA (Results and Competency Assessment) Process.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

Under the direct supervision of Senior DDR Advisor, provide support to BCPR's work on disarmament, demobilization and reintegration (DDR) within the context of UNDP's overall strategy on crisis prevention and recovery. In particular:

Contribute to BCPR's knowledge management activities.

1. Support the maintenance of the DDR community of practice, which includes issuing newsletters and facilitating e-discussions.
2. Provide support to the UN DDR Resource Centre by providing information updates and programmes details, etc.
3. Provide support to the UNDP DDR external website and corresponding inquiries.
4. Compile lessons learned and best practices on DDR.

Provide support to country programmes in line with UNDP policies and strategies.

1. Assist country offices in the programme formulation process and in articulating programme outputs/objectives along with the result-based-management standard.
2. Assist country offices in tracing programme progress and identifying operational constraints, and provide adequate suggestions from BCPR.
3. Assist country offices in programme monitoring and improving their monitoring mechanism.
4. Review the programme formulating process/participants at country offices and identify the training need for staff capacity development in programming.
5. Assist country offices in reporting process and review the existing reporting format and improve reporting mechanism if required.
6. Assist capacity development of country office staff through raising awareness on existing tools and consultations on DDR programme monitoring and evaluation.

Provide support to the UN Inter-Agency Working Group on DDR

1. Provide contributions and necessary support for the group, including UNDP cooperation with DPKO and DPA.
2. Assist in the dissemination phase of IDDRS to country offices.
3. Provide support to UNDP in implementing the IAWG work plan;
4. Provide assistance to DDR Team for the integrated planning process between UNDP and the World Bank, specifically focusing on DDR programmes in the Great Lakes Area of Africa (DRC, Burundi, Rwanda and Uganda).
5. Provide support for Report on inter- agency progress to donors, and provide assistance to BCPR's discussion with donors on integrated planning.

Assist in the development of UNDP/BCPR policies and strategies on DDR.

Support the DDR senior advisors in efforts to integrate DDR strategies and activities within the broader recovery process.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's degree in: Development Issues, International Relations, Political Science, Peace and Security, or related background in the development

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

Preferably a minimum of two years of relevant work experience in a developing country and/or bilateral/multilateral development agency or NGO. Experience in a crisis/post-conflict country would be a significant advantage.

Key Competencies of the assignment:

- Demonstrated interest in results based management, project management, monitoring and evaluation desirable.
- Fluency in English required. Knowledge of a second UN language, particularly French, a significant advantage.
- An appreciation and understanding of basic development dynamics and of the role of international and local development actors.

UNDP employs individuals of varying backgrounds and skills, and encourages diversity in its workforce. The following skills are required for this post:

Communication and Inter-Personal Skills:

- a) Communicates effectively with staff at all levels of the organization and is outgoing and comfortable in handling external relations at all levels;
- b) Demonstrates sensitivity, tact and diplomacy;
- c) Is culturally sensitive and demonstrates appreciation for different cultures and practices;

Professional Capacity:

- a) Able to exercise sound judgment;
- b) Capably works in a highly pressured environment and ready to take on a wide range of tasks;
- c) Works well in a team and projects a positive image;
- d) Self-motivated and able to recommend options for resolution of issues;
- e) Knowledgeable of UNDP and its current programmes and trends;
- f) Able to handle confidential and politically sensitive issues in a responsible and mature manner;
- g) Applies protocol appropriately.

Technical Skills:

- a) Able to draft well and edit project documents and proposals, reports and articles, correspondence, briefings and speeches, etc.
- b) Able to communicate effectively, orally and in writing, with a wide range of people, within UNDP, in Governments, multilateral institutions, UN Agencies, Donors etc;
- c) Excellent computer skills.

V. Learning Expectations:

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

- BCPR will support the JPO in participating in corporate training courses to better understand

UNDP's mandate and operations, and to more effectively serve Country Offices.

- The DDR related tasks will provide the JPO with an opportunity to acquire in-depth knowledge of a key sector in crisis prevention and recovery (CPR); cooperation between various agencies on this subject; as well as corporate management tools and processes of UNDP.
- The incumbent will be supported by BCPR in participating in conferences, seminars, and workshops for training purposes.
- The JPO will be encouraged to undertake missions to country offices in order to broaden his/her understanding of UNDP crisis prevention and recovery operations

VI. Background Information:

The JPO will be part of BCPR's DDR Team and will concentrate on supporting UNDP operations related to DDR.

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
