

Junior Professional Officers (JPO)

I. General Information:

Title:

Junior Professional Officer - Poverty and MDGs

Sector of Assignment:

Poverty and economic issues

Country:

Haiti

Location (city):

Port-au-Prince

Agency:

UNDP

II. Supervision:

Title of Supervisor:

Chief Economist

Content and methodology of supervision:

Regular meetings with supervisor; quarterly feedback session on performance against work plan established in Consultation with the JPO; yearly performance evaluation following RCA procedure.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

θRegularly collect and analyze economic and financial data provided by authorized national and international organisms. Elaborate economic and financial summary reports on the macroeconomic and sectoral situation of the Republic of Haiti and construct a database on the Haitian economy and its social sectors. (15%)

θProvide support to the formulation and implementation of programs and projects contained in the framework of the Country Program Action Plan (2008-2011) (10%)

θSupport the elaboration of UNDP advocacy documents: the National Report on Human Development, the Economic and Social Assessment, the Report on the Millennium Development Goals, their launch and dissemination as well as any other document elaborated under the responsibility of UNDP (30%)

- θContribute to the elaboration of concept notes on the evolution of the Haitian economy and any other economic and social theme relevant to Unit's scope and activities. (10%)
- θSupport the formulation of proposals and political options from a pro-poor point of view, on macroeconomic and social questions, and to the preparation of summary reports on the economic situation of the country (15%).
- θSupport to the proactive development of relationships with the principal bi/multi-lateral partners involved in the economic growth and poverty areas, and to resource mobilization. (10%)
- θParticipate in knowledge networks and Communities of practice through the identification of best practices and lessons learned.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Masters degree in development related discipline, preferably focused on development economics ideally with research paper and /or publications on environmental issues

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

1 to 2 years relevant work experience in the development field, particularly in relation to project management and monitoring in the area of economic development, poverty reduction and MDGS, preferably in Less Developed Countries (LDCs) and/or post-conflict settings.

Key Competencies of the assignment:

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

Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example

Actively works towards continuing personal learning and development in one or more

Practice Areas, acts on learning plan and applies newly acquired skills

Ability to organize and coordinate results-oriented strategic and thematic evaluations.

Knowledge and understanding of evaluation and development evaluation in particular.

Good knowledge of current development issues particularly those pertinent to UNDP's Practice Areas. Ability to conceptualize issues and analyze data.

Good technical skills in measurement and evaluation, including grasp of methodological and operational dimensions and the ability to link corporate and country level issues.

Ability to coordinate the work of the team.

Good knowledge of Results Management Guide and Toolkit

Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback

Consistently approaches work with energy and a positive, constructive attitude

Demonstrates openness to change and ability to manage complexities

Demonstrates strong oral and written communication skills.

Fluency in English and French. Spanish considered an asset. Willingness to learn Creole.

V. Learning Expectations:

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

During the assignment, the JPO will acquire the following learning:

Hands-on training and experience on appraisal, formulation and monitoring of projects in the area. Broad knowledge of development and recovery issues in Haiti and more in-depth substantive knowledge of the sector. Detailed knowledge of the UN including programming and programme management especially of UNDP-supported projects, policies and procedures, and of the complexities of development cooperation. Exposure and development of strategic thinking on thematic areas through participation in meetings, and preparation of background notes, project documents and appraisal notes, field visits and interaction with partners. The JPO will be given learning opportunities through participation in relevant workshops and training courses within and outside the Country Office / Haiti, as well as virtual learning through Knowledge Networks and e-groups on rural livelihoods, poverty reduction and environment.

The selected candidate will need some training to familiarize themselves with the programming tools used by UNDP, and in developing projects on the basis of a logical framework. They will also need some familiarization with working in crisis and post-crisis environments.

The JPO will without doubt enhance in organization management, prioritization and administration. In time, s/he will develop her/his skills in programme and portfolio management.

The beginning of the first year for the JPO will serve as a learning period on the programme specific requirements and working procedures, as well as the working attitudes and delivery of programmes of UNDP standards. At a later stage, s/he will be familiarised with UNDP's tools utilized for effective programme / project delivery.

Throughout the second year of the JPO period, s/he is expected to be learning more advanced skills from the increased daily involvement in programmes and projects and ensure application in the daily line of work, towards gaining thematic expertise. These include project monitoring skills, enhance the skills in the managerial and leadership fields, partnership building, as well as strengthen the basis of his/her specialisation in the field. Throughout the entire period, the JPO will receive guidance on mentoring and career opportunities. This will be done by the supervisor, through access to UNDP's online learning and career resources, as well as by the learning resource person in the Country Office

VI. Background Information:

As stated in the 2009-2011 Country Programme section on Poverty Reduction and MDG, the Support from UNDP will focus on the implementation of the government's poverty reduction strategy, through technical advisory services in central and sector ministries and through fostering dialogue among government branches and between government and civil society, including the private sector. UNDP will also continue its advocacy role, by producing the national human development report and the economic and social report. Drawing on its experience and global network, UNDP will support the implementation of the poverty reduction strategy by helping to develop a system for monitoring and evaluation. It will work with the French government's Observatory of Poverty and Social Exclusion to analyze socio-economic, gender-disaggregated data on the evolution of poverty reduction and its links with

violence reduction. UNDP will take the lead in supporting government initiatives for strengthening donor coordination for greater efficiency of aid and better tracking. In addition, UNDP may consider strengthening the planning capacities of sectoral ministries by helping to establish planning units in the ministries that cover priority sectors. To further support the implementation of the poverty reduction strategy and considering the importance of maintaining a broad consensus on development priorities, UNDP will support dialogue between the executive, judicial and legislative branches of government and the private sector to reduce legal bottlenecks for investment and stimulate economic recovery, through means such as the creation of small enterprises.

VII. Information About Living Conditions at the Duty Station:

Haiti shares Hispaniola with the Dominican Republic in the Caribbean sea. It is the poorest country in the Western Hemisphere and its only LDC. Since 2004 Haiti has elected a new President and legislation and initiated its recovery process. nonetheless, security continues to be dependent on the presence of a strong UN military and police presence. The country remains vulnerable to unrest and sporadic violence. The entire country is in Security Phase III or higher which requires authorization for all personnel movements. Housing, services (including banking and communications) and procurement of most essential consumption goods is not a problem. Port-au-Prince is on a 8 weeks Rest and Recuperation cycle and a yearly home leave station.