

TERMS OF REFERENCE

Junior Professional Officers (JPO)

Please indicate if this ToR supersedes a previously submitted ToR:

I. General Information:

Title:
Associate Programme Officer (JPO)

Sector of Assignment:
Local Development Programme

Country:
Switzerland

Location (city):
Geneva

Agency:
UNITAR

II. Supervision:

Name of Supervisor:
To be selected

Title of Supervisor:
Manager, Local Development Programme

Content and methodology of supervision:
(Describe in detail type and manner of supervision, e.g., timing and number of meetings with supervisor; feedback sessions on performance against established work plan)
The incumbent will report to the Manager or relevant professional staff on specific assignments. The manager and the incumbent will prepare an Objectives Plan in the first month of the assignment. The achievement of the Objectives Plan will be discussed quarterly with the manager, who will give feedback to the incumbent on the performance against the agreed Objectives Plan. Longer term guidance and feedback will be provided through the Performance Appraisal System (PAS).

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:
(Please include percentages for each duty. Describe briefly the main tasks specific to this assignment and output expectations during the first and second year of assignment)
Within delegated authority, the Associate Expert (Local Development Programme) will be responsible for the following duties:

- Work with key stakeholders and partners to facilitate the development, implementation and evaluation of programme activities in Caentral and Latin Americas; review relevant documents and ensure follow-up and reporting with partners; identify problems and issues to be addressed and recommend corrective actions; liaise with relevant parties; identify and track follow-up actions;
- Oversee and conduct training activities related to associated training centres based in the

Americas, in coordination with the Programme's team;

- Provide substantive and administrative support to develop and implement the new training programme related to migration issues; liaise with relevant parties, prepare training material; assist in developing strategic partnerships; undertake outreach activities including training workshops;
- Carry out basic research on selected aspects of the programme activities, to include preparation of training material, and statistical data or other relevant information for strategy and communication purposes;
- Contribute to the preparation of various written outputs, e.g. draft background papers, training materials, sections of reports or studies, inputs to paper or on-line sections and publications, etc;
- Adapt Local Development Programme's and Governance Unit's materials into Spanish language, including translation of various written outputs (training materials, tools and methodologies, substantive papers, communication material) and on-line communication materials;
- Update and adapt various training material and resources for Spanish-speaking developing countries when needed;
- Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements etc.) and preparation of related documents/reports (projects proposals, work programme, programme budget etc.);
- Participate in field missions when needed;
- Perform other duties as required.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

(Indicate Master's degree or equivalent in specified development-related discipline, and desired emphasis, if applicable)

Master-level degree in social science or development studies with particular emphasis on migration, sustainable development, and/or urbanization.

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

(Indicate the desired work experience in key areas, if appropriate)

Minimum 2-3 years of relevant practical experiences working with national, bilateral or multilateral development institutions in implementing programmes in Central and Latin America. Experience in preparation or development of training material will be an added value.

Key Competencies of the assignment:

(Indicate technical knowledge, professional/language skills)

English and Spanish. For the advertised post, fluency in oral and written Spanish is required. Knowledge of French language is an asset.

Other skills: Proficiency in computer skills, including the Internet (electronic mailing systems and information services), Word processing, spreadsheet application, and other relevant processing software are essential

V. Learning Expectations:

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

(Indicate training / learning activities, based on which learning programme will be structured. Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO's arrival at the duty station.)

After the assignment the Associate Expert will be able to:

- Identify issues and constraints in his field of expertise, and formulate proposals;
- Work independently with minimum supervision in his field of expertise;
- Have gained a substantial experience in organizing and managing training seminars;
- Have become familiar with dealing with multistakeholders partnership;
- Write assessment reports and evaluate project proposals on technical content;
- Formulate project proposals which are in his field of expertise;
- Write progress reports, monitor and evaluate project activities.

VI. Background Information:

(Briefly give background/outline of the programme/projects the JPO will be working on, e.g., history, recent developments, and briefly describe planned developments concerning the programme/projects. Provide some basic information about the office: number of international and national staff in the whole office and in the unit where the JPO will be working, etc.)

The United Nations Institute for Training and Research (UNITAR) was established in 1965 as an autonomous body within the United Nations with the purpose of enhancing the effectiveness of the Organization through appropriate training and research. UNITAR is governed by a Board of Trustees and is headed by an Executive Director. UNITAR's mission is to deliver innovative training and conduct research on knowledge systems to develop the capacity of beneficiaries. The Associate Programme Officer will work as part of the Local Development Programme of UNITAR under the direct supervision of the manager. More detailed information can be found at www.unitar.org/ldp. The Local Development Programme of UNITAR is running its activities under the umbrella of the Governance Unit. The Local Development Programme (LDP) aims at using the strong potential of the local development approach to assist national and local governments, as well as local actors, to design and implement their capacities development strategies and to bring greater local participation in the decision-making. The strategy of the Local Development Programme responds to local emerging challenges and takes into account innovations and lessons from elsewhere. In this regard, the LDP brings to its local and national partners knowledge and best practices in a speedy, efficient and cost-effective manner. The training seminars are implemented through a network of 11 regional associated training centres, the CIFAL Centres (CIFAL: Centre International de Formation des Autorités/Acteurs Locaux - International Training Centre for Local Authorities/Actors). The LDP's activities are establishing a concrete framework for supporting local authorities to develop programmes to localize the Millennium Development Goals.

Please note that in the online version you will be asked to upload an updated organigramme.

VII. Information About Living Conditions at the Duty Station:

(Indicate briefly the main characteristics of the place of assignment)

Geneva is a city offering significant advantages, thus attracting a constant flow of visitors, students, artists, companies, workers, ideas, specialty foods and capital. Geneva is a worldwide centre for diplomacy and international cooperation, and is widely regarded as a global city, mainly because of the presence of numerous international organisations, including the headquarters of many of the agencies of the United Nations and the Red Cross. It is also the place where the Geneva Conventions were signed, which chiefly concern the treatment of wartime non-combatants and prisoners of war. Geneva is home to the European headquarters of the United Nations and hosts about 200 distinct international organisations. Consequently, the city's population is extremely diverse, uniting cultures, traditions, cuisines and languages from all parts of the world. Approximately 40% of Geneva's inhabitants are foreigners. The city also benefits from its central location and is a great place to start exploring Europe.

