

TERMS OF REFERENCE Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Analyst

Sector of Assignment:

Millenium Development Goals (MDG)

Country:

Germany

Location (city):

Bonn

Agency:

UNDP-UNV

II. Supervision:

Title of Supervisor:

Chief, Asia, Pacific, Europe and CIS Section (APEC)

Content and methodology of supervision:

UNDP Results and Competency Assessment (RCA) applicable to all JPO assignments. Within this framework, at the beginning of the assignment a six months work plan will be established with clear deliverables and performance indicators. In the initial 6 months weekly meetings will take place with the Supervisor (Chief of the APEC Region).

A mentor (another colleague) will be identified to support the staff through the period of assignment. Following the first 6 months assessment, the assignment and responsibilities will be progressively increased and yearly work plan established. On a day-to-day/regular basis, will interact with supervisor on specific tasks assigned, review portfolio progress with supervisor and team. Participate in weekly programme team meetings as well as being assigned special assignments, field missions and corporate. Under RCA, a formal mid-year and end of year assessment will be conducted by the supervisor, and reviewed by the Career Review Group (CRG) composed of senior managers.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

1. Programme Development: (40%)

- Assist in developing potential areas of UNV collaboration with UN system (UNDP in particular) to support the achievement of MDGs in APEC region through volunteerism (Advocacy, Integration and Mobilization of volunteers).
- Prepare UNV Advisory Notes to assist various countries in meeting the MDGs through volunteerism.
- Within the framework of UNV's mandate, assist in developing concrete programmes, projects and long-range strategies on the basis of opportunities identified jointly with the local partners, defining the parameters for action including the development of recommendations for programming mechanisms and strategies.
- In consultation with other Programme Specialists identify areas of programmatic interventions.

2. Programme Management: (20%)

- Manage projects developed during the initial period, monitoring their progress and ensuring adherence to UNDP Rules and Regulations and UNV policies.
- In this connection co-ordinate, plan and monitor projects in terms of meeting schedules and project objectives; this may include field visits, tripartite reviews and evaluation missions.
- Manage project/programme budgets; prepare budget revisions; responsible for budget information in corporate database (ATLAS) and for periodically updating this information.
- Manage posts foreseen in UNV executed projects or requested by executing partners.
- Ensure timely provision of the required reports to management and follows up on action, which may be required as a result of these reports.

3. Programme Officer Co-ordination: (15%)

- Provide guidance, support and assistance to UNV Programme Officers in the field.
- Ensure timely programme/project development and monitoring, timely and quality support with respect to UNV supported initiatives as well as the administration of candidates and Volunteers, timely and quality reports and information on programme/project delivery, volunteer activities and overall country activities.
- Monitor compliance rate of volunteer periodic reporting and the quality of country office reporting

4. Networking/Partnership Development: (15%)

- Help build a network of partners in the implementation of UNV support to MDG interventions.

5. Volunteer Administration: (10%)

- Evaluate post descriptions for Volunteer assignments, and monitor ongoing status of posts particularly in terms of funding or need for continuation or amendments.
- Ensure appropriate feedback is provided to the Operations Officers for any administrative action that may be required related to the status of Volunteers and/or guidance in respect to changes to post descriptions or projects in the pipeline, which may effect the current recruitment and/or Volunteer management situation. Provide advice in the selection of candidates based on programme and country knowledge.

6. Other related assignments as required by the APEC section and/or UNV

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

- Master's degree in social sciences, preferably in International development, International Relations, Public/Business Administration, Economics or related discipline.
- Knowledge of MDG and preferably some background in one of the following UNDP thematic areas ie: Governance, HIVAIDS, Crisis Prevention, Environment within the context of Asia/Pacific/Europe & CIS region.
- Knowledge of volunteerism and experience in areas of civic engagement highly desirable.
- Fluency in English is mandatory.

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

Minimum of 2 years, ideally 3 or more years, of progressively responsible experience in development activities, with a particular emphasis on programme formulation, monitoring or evaluation, including experience in crisis and recovery in post conflict areas. This experience should have included at least 1-2 years in developing countries.

Key Competencies of the assignment:

- Strong analytical and management skills applied to managing programmes/ projects , human and financial resources, and group processes.
- Ability to manage complex problems proactively/effectively - including responses to field-based emergencies.
- Ability to work under close deadlines.
- Knowledge of current development theory, policies and practices.
- Ability to express oneself clearly and effectively both orally and in writing.
- Ability to organize work and collaborate effectively with a wide range of stakeholders – including individuals of different national and cultural backgrounds, as well as networking across professional, thematic and organizational boundaries.
- Required IT competencies include: Word, Excel, Power Point and Internet. Experience with other relevant IT tools or applications is an asset.
- Knowledge of and familiarity with the UN system of Organisations, their programmes and administrative policies, an asset.

V. Learning Expectations:

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

Training components:

- Planned and detailed induction programme involving briefing at UNDP HQ and UNV HQ to help understand wider role and remit of both organisations.
- Participation in corporate learning events including onling learning opportunities.
- Daily interaction with supervisor on specific tasks assigned.
- Regular review of portfolio progress.
- Regular review with all unit team.
- Mentorship by Chief of Section or designate.
- Field monitoring visits.

Learning elements:

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

- Design, develop, manage and promote range of high quality community development related and volunteer oriented programmes and projects and be able to act as a resource on the promotion of volunteerism and mobilization of volunteers for development.
- Have a good understanding of the development challenges and MDGs in APEC and what is required to enhance chances for achieving them (year 1).
- Design, develop, implement, manage, monitor and evaluate a broad range of development interventions on the MDGs in the APEC region (year 2).
- Increase understanding of the development architecture in APEC and framework of UN support.
- Build awareness of UNV Mission and Strategic Framework including volunteerism for development.
- Understand UNDP rules and procedures – especially in relationship to programme development (including formulation/monitoring and evaluation).
- Work in a People Soft environment with specific reference to ATLAS.
- Have an opportunity to develop a substantive area of expertise based on portfolio and interest of incumbent.

VI. Background Information:

Established by the United Nations (UN) General Assembly, the United Nations Volunteers (UNV) programme contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

UNV is administered by and aligned with the strategic goals of the United Nations Development Programme (UNDP), including those relating to support to the United Nations System as a whole. As part of this, every year about 8000 UN Volunteers, representing some 160 different nationalities, are active participants in the programmes of the United Nations itself, and of almost all of the UN Funds, Programmes and Specialized Agencies in more than 140 countries. As the focal point for the International Year of Volunteers 2001 (IYV 2001), UNV is active in the follow up to the Year, for which the key objectives were the recognition, facilitation, networking and promotion of volunteerism. The financial equivalent of programme activities exceeds US\$190 million annually. UNV is headquartered in Bonn, Germany and has some 150 staff positions – the majority in Bonn with some dozen positions in different UN peacekeeping missions, and other Headquarters locations (e.g. New York and Tokyo).

The major organizational groupings within UNV are: the Programme Development and Operations Group (PDOG); the Partnerships and Communications Group (PCG); the Support Services Group (SSG); Special Operations (SO); plus a cluster of management/oversight functions that report to the Executive Coordinator directly, or through the Deputy Executive Coordinator.

Asia, Pacific, Europe & CIS Region is one of the geographical units within Programme Development and Operations Group (PDOG) of the UNV. It is responsible for implementing the UNV Business Model (promotion of volunteerism and mobilization of volunteers in approx 56 countries). The JPO will be working in the APEC Section – consisting of 12 staff at UNV Bonn and 26 country teams. The MDGs are currently the main drivers of development planning and implementation in APEC. The JPO will provide substantive and programmatic inputs on various interventions in APEC. During the past UNV has funded MDG related projects in various countries. This will provide a programmatic entry point for the work of the JPO.

More information on UNV can be found on <http://www.unvolunteers.org>

VII. Information About Living Conditions at the Duty Station:

Bonn is situated on the north-west region of Germany, with easy connections to the main cities of Europe.

Climate and weather: Temperate weather dominates in winter, with little snow and few days of frost. Summers are continental, with an average temperature in July of over 18°C; there are a number of hot days (33 grades). Average annual rain precipitation: 669 mm.

Population as at December 2007: 315,025 inhabitants.

The Cologne/Bonn airport is around 20 minutes away from Bonn center by car. Bus 670 runs every 20 minutes. Taxis will normally collect around EUR 35 from the center of Bonn to the airport.

There is a good and reliable net of public transportation (buses, underground and trains). A large variety of tickets offer different reduced fare possibilities. Bonn has excellent roads and cycling paths.

Housing: Real estate agents usually charge a fee of 2-3 months' rent. The local newspapers, especially the weekend and Wednesday editions, are a good source for house searching.

There is a wide range of German schools, one international school and one French school at the primary level.

For more information, please visit <http://www.bonn.de/index.html?lang=en>