# UNDP Junior Professional Officer (JPO)

# Job Description

Please use this format to request a JPO for your office. The Job Description should be specific and comprehensive and UN/UNDP abbreviations should be spelled out in full.

## General Information

**JPO functional title:** Programme Analyst

**Main sector of assignment:**  Energy and environment

**Detailed sector of assignment:** **UN- REDD Programme**

**Agency:**  UNDP

**Country and Duty Station:**  **Bangkok, Thailand**

**Duration of assignment:** One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and donor agreement

## Supervision

**Name of Supervisor: Timothy Boyle**

**Title of Supervisor:** **Regional Technical Advisor**

**Content and methodology of supervision:**

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

* Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
* Establishment of a work plan, with clear key results
* Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
* Easy access to the supervisor
* Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
* Guidance and advice in relation to learning and training opportunities within the field of expertise
* Completion of the yearly UNDP Results and Competency Assessment (RCA)
* If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

In addition, the following specific supervision arrangements will apply:

**Further details to be determined upon DOE**

## Duties, Responsibilities and Output expectations

*(Present the main tasks specific to this assignment and output expectations during the first and second year of assignment. Include percentages for each duty.)*

**1. Support to National Programmes (50%)**

**•Conduct rudimentary policy analysis and stakeholder mapping for new partner countries.**

**•Conduct thematic area analyses to identify entry points for the UN-REDD Programme (e.g., good governance, transparent and equitable benefit distribution, gender, etc.).**

**•Assist selected programme countries in developing and implement safeguards on social issues.**

**•Assist the programme countries in establishing and facilitating independent civil society and indigenous peoples networks to increase local stakeholder involvement in national readiness processes.**

**•Gather and analyse lessons from the above indicated thematic support activities for knowledge sharing.**

**• Support effective application of Results Based Management (RBM) tools in National Programmes.**

**•Undertake any other activities, as determined by the UNDP UN-REDD Regional Coordinator and Technical Advisors.**

**2. Regional Knowledge Management (30%)**

**•Assist in developing a regional knowledge management strategy.**

**•Contribute to knowledge product preparation (e.g., regional brochures, E-discussions, videos, lessons-learnt publications, etc.).**

**•Help organize knowledge sharing and regional learning events.**

**•Undertake any other activities, as determined by senior staff members of**

**UNDP and national UN-REDD Programme and UNDP UN-REDD Regional Coordinator and Technical Advisor.**

**3. Portfolio Management Support (20%)**

**• Support strategic management and expansion of the UN-REDD Regional Support Porgramme;**

**• Identify new opportunities to develop new initiatives and mobilize financing.**

**• Develop and maintain effective working relationships with implementing partners (ie FAO, UNEP), regional institutions and development partners to ensure coordination and collaboration throughout the region;**

**• Promote cross-practice coordination and collaboration with other practice areas within UNDP to increase the quality and effectiveness of development results;**

**• Other activities, as determined by senior staff members of UNDP.**

## Qualifications and Experience

**Required Education and Work Experience:**

* Master’s Degree or equivalent Advanced Degree in a related field of expertise
* A minimum of two years of paid working experience in a relevant field
* Working knowledge of English
* Other working knowledge language requirements, if applicable: enter text

**Other desirable education and work experience:**

Academic background in Environmental Science, Environment Economics, Physical Geography, Anthropology, Political Scienece or related field is a strong asset. Work xperience in management of environment programmes, particularly in natural resources management and climate change is desiable.

**Core competences:**

* Ethics & Values
* Working in Teams
* Communicating Information & Ideas
* Self-management & Emotional intelligence
* Decision making

**Functional competences:**

* Ability to work in an independent and innovative manner
* Knowledge of sustainable forest management and environmental governance
* Ability to develop and maintain strategic partnerships
* Fluency in both written and spoken English

## Training and Learning

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

* Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
* Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](http://www.jposc.org/content/JPOs/dtta-en.html)
* Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](http://www.jposc.org/documents/UNDP_JPO_Orientation_Programme.docx)

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office:

**Regional Training and knowledge sharing events organized by the UN-REDD Programme (FAO, UNDP and UNEP)**

## Background Information

**Information on the receiving office:**

*(Provide basic information on the office: number of international/national staff in the whole office and in the unit where the JPO will be working, etc. Give a short background of the programme/projects the JPO will be working on: history, recent and upcoming developments.)*

**The UN-REDD Programme is the United Nations collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD+) in developing countries. The Programme was launched in 2008 and builds on the convening role and technical expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).**

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**In Asia-Pacific, the Programme is currently supporting 15 REDD+ countries in readiness capacity development through a multi-faceted and flexibly structured approach/process to address many inter-related issues in six key areas: 1) Management of Readiness; 2) Stakeholder Engagement; 3) Implementation Framework; 4) REDD+ Strategy Setting; 5) Reference Scenario; and 6) National Monitoring System.**

**UNDP as one of the three implementing partners of the UN-REDD Programme works directly with countries in the region to support their national REDD+ readiness efforts particularly on governance and stakeholder engagement issues while the other partner agencies, FAO and UNEP, work on MRV/monitoring and co-benefits respectively.**

**At the regional level, UNDP APRC, together with the regional centres of FAO and UNEP, provides regionally coordinated and coherent REDD+ readiness support services in order to ensure balanced progress across the region to avoid emission displacement, and to support long-term human development through sustainable forest management.**

**The Programe Analyst will deliver thematic area support to the national UN-REDD programmes and regional knowledge management.**

**This position will be based in the UNDP Asia-Pacific Regional Centre in Bangkok, Thailand. The Programme Analyst will work as a member of the UNDP Regional Environment & Energy team, which consists of 26 professional and 8 support staff members.**

**The Asia-Pacific Regional Centre mainly focuses on support to Democratic Governance, Environment & Energy, Crisis Prevention and Recovery, Poverty Reduction with an overarching effort on HIV/AIDS and achieving the Millennium Development Goals. The Regional Centre also provides support to UNDP country offices in a number of cross-cutting areas, including capacity development, gender equality, knowledge service, public-private partnerships and mine action.**

Attach an up-to-date **organization chart** of the office and indicate where the JPO would be assigned.

**Family / Non-family Duty Station**– *means that you are not allowed to bring any family members***:**

Family Duty Station

**Living conditions at the Duty Station:**

**The position will be based in Bangkok, where basic living needs, including accommodation, banking facilities, medical facilities and telecommunications/internet services are readily available. All staple foods can be found in the markets, eg: rice, meat, vegetables, fruit, cooking oil, salt, etc. Many imported goods are available in Bangkok and other places throughout Thailand. Bangkok has many good restaurants with good health standards and most guesthouses provide food. In Thailand the most used means of transportation are taxi or local bus (and, in Bangkok, the elevated train service). Mobile phone is the most dependable tool to be in-touch with colleagues and friends. Internet service is readily available and affordable at most apartment complexes. ATMs are everywhere in Thailand and Western cards can usually be used to withdraw Thai Baht.**

## Approved by:

**Name of the Head of Office:** enter text

**Title of the Head of Office:** enter text

**Date:** enter text