



UNITED NATIONS DEVELOPMENT PROGRAMME 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.

I. Position Information

JPO functional title: Program Analyst Development Planning and Aid Coordination	Grade Level: (P2)
Main sector of assignment: Sustainable human development and MDGs	Country and Duty Station: Bissau, Guinea Bissau
Detailed sector of assignment: Development Planning and Aid coordination, and SDG in fragile states	Duty Station status: Family (staff member and eligible family members)
Agency: UNDP	Duration and Type of Assignment: One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement
Department: Regional Bureau for Africa	
Reports to: UNDP Country Office in Guinea Bissau	
Position Status: Non-rotational	
Job Family:	

II. Job Purpose and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

The UNDP JPO Programme equips outstanding young leaders with the skills and experience required to advance the Sustainable Development Goals (SDGs) and make a positive difference in the world. As a pathway into the world of development, the programme offers young professionals excellent exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignments, JPOs benefit from the guidance of experienced UNDP staff members and are actively involved in supporting the design and implementation of UNDP's programs within UNDP's headquarters, regional or country offices.

Job Purpose:

The JPO will contribute to the UNDP CO efforts to support the Government of Guinea-Bissau in planning and coordinating development partners' interventions/initiatives in the country as to minimize aid fragmentation and maximize synergies and development benefits, as well as integrating the ongoing processes of strengthening national planning systems, implementing the New Deal and prioritizing, accelerating and mainstreaming the SDGs.

Political instability and human poverty are endemic in Guinea-Bissau. The social situation remains precarious, with



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one of the lowest scores on the human development index in Africa (177th out of 187 in 2014, with a human development indicator of 0.396). The challenges stem from a series of intertwined factors that reinforce the cycle of human poverty, including impunity and lack of access to justice; unemployment, mostly among youth and women; inequitable access to economic opportunities and livelihoods, both in urban and rural areas; and inefficient public goods and services.

Political instability has impeded the country to create conditions to implement public policies to foster development and improve the livelihoods of its population. The instability has diminished the government capacity to provide services and basic infrastructures and has undermined the economic environment for investment, resulting in an economy dependent from a single product (cashew). Aid management is an important challenge in view of the significance ODA represents for the country, and requires additional coordination efforts from both the Government and the international community, which does not exist, resulting in low efficiency and efficacy of aid.

The 2014 elections represented a new hope for peace, stability and for building foundations for development. This hope was confirmed by the 2015 Round Table where Guinea-Bissau partners pledged about US\$1.5 billion. The need for aid coordination is deemed more necessary than ever in view of the expected flow of development aid resources. Since then, with joint technical and financial support from UNDP and the European Union, efforts have been made to establish a national aid coordination mechanism. However, the successive changes in the Government due to the political instability have been impeding the achievement of this objective so far given the different visions and approaches of the successive Governments since the elections in 2014.

Despite the difficulties encountered in establishing an aid coordination mechanism, UNDP has been actively supporting the Government to improve aid effectiveness, leading the country to adhere to the Paris Declaration on Aid Effectiveness, by strengthening capacities within key ministries, establishment of Aid Information Management System and preparing an Aid Policy Document.

The country has committed to implement the SDGs and UNDP has been providing support to that end, and a Road Map for the SDGs prioritization, mainstreaming and acceleration has been developed. It is expected that a MAPS mission will be held to provide additional technical support.

Guinea-Bissau is a member of the fragile states group, the g7 + since 2010 and has agreed to implement the New Deal in the country. In order to initiate the process, a Fragility Assessment has been carried out with UNDP technical and financial support, and the Matrix of Fragilities is in the process of validation. The country approach is to use the fragility assessment as an opportunity to prioritize the SDGs.

In UNDP, the Economic Unit is the lead team in supporting the Government, through the Ministry of Economy and Finance, Secretary of State of Planning, in all aspects related to development planning and coordination, aid coordination and the New Deal. The Economic Unit is led by the UNDP Senior Economist and comprises a National Economist and a Chief Technical Adviser (CTA) based in the Ministry of Economy and Finance. The JPO will be part of the Economic Unit team and will be directly supervised by the Senior Economist. The JPO will also work in close collaboration with the Program Team, especially the Sustainable Development Cluster team, which manages the projects supporting the planning and aid coordination thematic areas.

Reporting structure and partners

The JPO will report to UNDP CO through the Senior Economist- Head of Economic Unit. The JPO will work closely with government institutions, especially the Secretary of State of Planning and the Secretary of State of Cooperation, with



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Civil Society Organizations and with development partners.

III. Supervision

Name of Supervisor: Luca MONGE ROFFARELLO

Title of Supervisor: Senior Economist, Economic Unit

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 Performance Management Document (PMD)

III. Duties and Responsibilities and Output expectations

In this section list the primary responsibilities of the position. Tip: Focus on what the job entails now how to do the job. *(Present the main tasks specific to this assignment and output expectations during the first and second year of assignment. Include percentages for each duty.)*

The JPO will be assuming a key role in the Economic Unit. He/she will be undertaking research, provide policy and technical advice on issues related to the New Deal (including the 5 PBSB Goals) in the context of the SDG implementation and contribute to facilitate the ongoing dialogue with the Development Partners in Guinea Bissau, including through an effective aid coordination mechanism to be established.

1) Contribute to the implementation of the New Deal in Guinea Bissau

- Support the integration of New Deal Fragility assessment outcomes into the national planning process
- Support the preparation of a Mainstreaming, Acceleration and Policy Support (MAPS) Strategy for advancing the SDG based on the priorities identified by the Fragility Assessment
- Contribute to collect data, deepen research and identify strategies/policies for addressing specific issues identified by the Fragility Assessment, especially in relation to the socio-economy situation of the country
- Support the process of Compact establishment

2) Contribute to the design and establishment of an effective aid coordination mechanism

- Support the revision of existing documents and policies to identify aid coordination mechanism options



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- Support both the Government and UNDP in the coordinating the organization of sectoral group meetings
- Support the Government in maintaining and regularly updating the AID Data Base
- Support and facilitate the establishment of a Development Partners Group to coordinate aid, including development of the group ToRs, preparation of the meetings and respective agenda

3) Partnership and resource mobilisation

- Create donors fiche/profiles
- Support the preparation of project concept notes and proposals
- Actively engage in strategic dialogue with partners for funding mobilisation and in developing networks

4) Be a team member and contribute to the overall goal of the Unit when required.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</p>	
Core	
<p>Innovation <i>Ability to make new and useful ideas work</i></p>	Level 4: Adept with complex concepts and challenges convention purposefully
<p>Leadership <i>Ability to persuade others to follow</i></p>	Level 4: Generates commitment, excitement and excellence in others
<p>People Management <i>Ability to improve performance and satisfaction</i></p>	Level 4: Models independent thinking and action
<p>Communication <i>Ability to listen, adapt, persuade and transform</i></p>	Level 4: Synthesizes information to communicate independent analysis
<p>Delivery <i>Ability to get things done</i></p>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	
<p>Competency Name <i>Ability to undertake Research, evaluate data and derive relevant findings and Policies</i></p>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
<p>Competency Name <i>Knowledge of development planning and M&E processes and ability to apply it to strategic and/or practical situations.</i></p>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
<p>Competency Name <i>Knowledge of New Deal process implementation</i></p>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
<p>Competency Name <i>Aid coordination and Aid effectiveness principles knowledge</i></p>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work

V. Recruitment Qualifications



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Education:	Master's Degree or equivalent Advanced Degree in development economics or related field of expertise
Experience:	Minimum of 2 years' relevant work experience in: <ul style="list-style-type: none">• Experience in working on socio-economic development-related issues• Research experience (quantitative and/or qualitative)• Work experience from a developing country an advantage• Previous experience with the UN, development agency or NGO desirable
Language Requirements:	<ul style="list-style-type: none">• Working knowledge of Portuguese• Fluency in either English is required. Knowledge of French would be a distinct advantage
Other desirable education, languages and work experience:	Describe any additional qualifications: <ul style="list-style-type: none">• Required computer skills in a standardized language• A good understanding of poverty related issues, particularly in the African context• A good knowledge of economic development theory• Ability to communicate clearly and present complex issues in an accessible manner.• A self-starter who can work both independently as well as in a team• Ability to develop partnerships with local and international partners• Knowledge of Guinea Bissau will be an advantage

VI. 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](#)
- Other training and learning opportunities, as presented in the [UNDP JPO Orientation Programme](#)

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: Depending on funding availability, the JPO will be given the possibility to undertake missions and participate to learning training/events

VII. 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.)

UNDP Guinea-Bissau intervenes in different practice areas, including sustainable development (local economic development and employment promotion, climate change adaptation/environment) and democratic governance



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(public administration and decentralization, justice and rule of law, elections, CSOs, support to parliament). The office has currently 15 active projects, with a total delivery in 2016 of about US\$16,000,000. The country office is currently composed by approximately 60 staff members, including both program and operations, of which 18 are international (including international UNVs). In addition to this group, UNDP also manages the staff working for the Resident Coordinator's office and staff working for projects, but with UNDP contracts.

Within the UNDP Regional Bureau for Africa (RBA), Strategy and Policy Units (SPUs), named Economic Unit in Guinea-Bissau CO led by Senior Economists have been established in Country Offices (COs) to help support governments in Sub-Saharan Africa address their unique economic governance; and capacity and human development challenges. Acting as the CO think tanks, SPUs primarily provide policy analysis and advisory services to governments, UNDP, the United Nations System and other national partners. They also support economic analyses; intelligence gathering; policy and programme development; policy advocacy; partnership building; aid coordination and resource mobilization; and monitoring, evaluation and communication of programme and project outcomes and results.

In Guinea-Bissau, the Economic Unit is the lead team in supporting the government, through the Ministry of Economy and Finance- Secretary of State of Planning, in all aspects related with development planning and coordination, aid coordination and the New Deal. The Economic Unit is led by the UNDP Senior Economist and comprises a National Economist and a Senior Economic Adviser based in the Ministry of Economy and Finance

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

Living conditions at the Duty Station:The Republic of Guinea-Bissau, a small country in western Africa, is one of the world's poorest nations. The capital is Bissau and the official language is Portuguese. Many people outside of Bissau speak only an indigenous language or Creole. English is not widely used. The country's 1998-99 civil war and the persistent political instability devastated the economy. Tourist facilities and infrastructure in general are very limited and not up to common minimum standards with respect to tourism. Guinea-Bissau continues to experience periodic political disruptions and instability, although with no violent incidents, all travelers to the country should closely monitor the political situation. Visitors should avoid political gatherings and street demonstrations. Demonstrations typically begin or end in front of the former Presidential Palace in "Praca dos Herois Nacionais." While most demonstrations in Bissau are non-violent, the imbalance of power in the country can lead to violent demonstrations. As for safety and security of the different areas of Bissau, it is best to rely not only on the UN Chief Security Advisor (CSA) security advisories and procedures, but also the word of mouth from UN colleagues and friends. Guinea-Bissau is considered a family duty station, but it has limitation in terms of reliable education and health services

Smoking/Non-Smoking environment (as applicable): Smoking is generally allowed in public places

Approved by:

Name of the Head of Office: Gabriel Dava

Title of the Head of Office: Deputy Resident Representative-Program and Resident Representative a.i

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