



## UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

### I. Position Information

Job Title: Youth Empowerment Analyst Department: Regional Bureau for Africa (RBA) Reports to: Youth Empowerment Specialist	Grade Level: P2 Bureau: RBA Direct report: None	Position Number: 224786 Position designation: With no mobility requirement  Duty Station: Addis Ababa, Ethiopia
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Career Track: Professional/Expert

Career Stream: Policy/ Programme

Contract Modality: FTA International (JPO)

Contract Duration: 1 year FTA, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement

### II. Background and Organizational Context

#### The UNDP Junior Professional Officer (JPO) Programme:

The UNDP (United Nations Development Programme) 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. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.

As a JPO and young professional in UNDP you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.

The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including :

- Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities
- Establishment of a work plan, with clear key results
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives

The JPO will benefit from the following learning and development opportunities:

- Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- On-going Masterclasses on relevant and inspiring themes
- Career development support mechanisms and activities
- Networking with fellow JPOs, young professionals and senior UNDP colleagues
- Mentoring programme
- Other training and learning opportunities



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### Organisational context

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional, and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. Within this context, UNDP invests in a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

The Youth Empowerment Analyst is based in the Regional Service Centre for Africa and reports to the Youth Empowerment Specialist for Africa. He/she is part of the broader Africa Regional Hub working jointly with the teams at regional level, as well as collaborating also with the global Governance, Rule of Law and Peacebuilding Hub at HQ level. He/she will provide policy and programme support on youth civic and political as well as socio-economic empowerment to UNDP in the region, covering 46 Country Offices, and provide support to the UNDP Africa Community of Practise and regional initiatives on youth issues.

### III. Position Purpose

In line with the UN Youth Strategy (Youth 2030) and UNDP's Strategic Plan, [The UNDP Renewed Governance and Peacebuilding Framework for Africa: 2022-2025](#) recognizes the significance of investing in Africa's youth by, among others, promoting and nurturing the next generation of leaders to steer pathways to transformational leadership on the continent. The Framework aims at reimagining governance and peacebuilding in Africa with youth as the main drivers of change, by focusing on enabling them to build resilience, sharpen their civic engagement, enhancing critical thinking and service as agents of peacebuilding.

Youth meaningful participation in governance and peacebuilding processes is a key priority for UNDP, which cannot be detached from the socio, cultural and economic elements. The UNDP Regional Service Center for Africa and through its extended network of youth-led organizations, working together with the African Union Commission and the Regional Economic Commissions for Africa, supports initiatives and platforms aim to empower youth, improving and amplifying evidence-based solutions, while advocating for young people's meaningful participation in inclusive political processes and in the public sphere, globally, nationally and locally.

UNDP, through its programmes and interventions, seeks to strengthen youth political and civic engagement as well as promote youth socio-economic development to empower them as active and effective leaders of change within the existing formal structures and within their communities.

UNDP adopts a portfolio approach to accommodate changing business needs and leverage linkages across interventions to achieve its strategic goals. Therefore, UNDP personnel are expected to work across units, functions, teams, and projects in multidisciplinary teams in order to enhance and enable horizontal collaboration.

### IV. Key Duties and Accountabilities

#### 1.) Technical assistance, policy development and programme support

- Contribute to providing policy and programme support to COs within the region, that respond to country office needs, including through the provision of capacity development;
- Collaborate substantively with COs and Regional Programmes to achieve regional/CO strategic goals and plans by supporting relevant regional initiatives and promoting synergies with regional programmes;



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	<ul style="list-style-type: none"> <li>Support to COs in project design, planning, implementation, monitoring, evaluation and results reporting in line with RBM guidelines, and support quality assurance, risk management and due diligence processes;</li> <li>Contribute to developing the capacity of national counterparts in support of achieving the Strategic Plan and other internationally agreed development goals as related to youth and governance knowledge domains.</li> </ul>
<b>2.) Support development of tools and resources, from across UNDP's network of expertise</b>	
	<ul style="list-style-type: none"> <li>Provide support in identifying tools, developing methodologies and producing knowledge management products linked to youth empowerment and the UN Strategy on Youth (Youth2030);</li> <li>Provide technical support on the content development for global/regional/CO knowledge products through the analysis of data, case evidence, and research findings in Africa, in accordance with corporate standards;</li> <li>Contribute to the identification and scoping of technical issues warranting collaboration with HQ and regional teams to research, contribute to the development and share knowledge-based tools, such as policy positions/practice notes/concept papers and other research-based products to influence/advance policy dialogue in the knowledge domain and present UNDP's knowledge assets and capabilities at global and regional forums.</li> </ul>
<b>3.) Knowledge management support and community of practice networking</b>	
<i>Example of Duties:</i>	<ul style="list-style-type: none"> <li>Contribute to the continuous analysis, documentation, codification of regional results/lessons learned;</li> <li>Review regional data, case evidence and research findings to distill pivotal lessons for UNDP globally;</li> <li>Advocate and enable South-South facilitation of exchanges and experiences sharing where valuable;</li> <li>Provide support to coordinate the UNDP Youth Community of practice in Africa, and promote knowledge sharing and skills building across Country Offices, on youth empowerment and related issues;</li> <li>Support the capacity development of UN/DP staff in application of tools and practices related to youth.</li> </ul>
<b>4.) Support advocacy and partner engagement for effective policy positioning in the region</b>	
<i>Example of Duties:</i>	<ul style="list-style-type: none"> <li>Contribute to the maintenance of a database of relevant stakeholders in the region;</li> <li>Advocate the application of ground-breaking youth empowerment approaches, especially by promoting youth empowerment as an integrated approach and an accelerator to achieving the SDGs, and with young women and men at the center of the peace and security agenda, in various regional and country fora with a view to deepen related political commitment and related reforms;</li> <li>Contribute actively to inter-agency engagement and joint planning on youth empowerment.</li> <li>Support representation of UNDP in the region on partner engagements and interagency coordination in youth-specific policy areas as well as partnerships and resource mobilization.</li> </ul>
Supervisory/Managerial Responsibilities: N/a	

### V. Requirements:

#### **Education**

Advanced university degree (Master's degree or equivalent) in international development, law, international relations/affairs, business administration, development economics or related fields is required.



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### Experience, Knowledge, and Skills

- A minimum of two (2) years (with master's degree) of relevant experience related to youth empowerment in either public sectors (national or multilateral, including UN) or private (academia, non-governmental sector, corporate) is required.
- Working experience in Africa and/or developing countries is an asset;
- Proven knowledge of youth participation and/or youth socio-economic empowerment from a policy and/or programmatic point of view is desired;
- Experience presenting and advocating for ideas with a range of stakeholders including youth, development partners, civil society, academia, and government officials is desired;
- Excellent interpersonal skills/experience; culturally and socially sensitive;
- Proven ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels;
- Knowledge of UN/DP rules and procedures is an asset;
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- English proficiency, French desirable. Portuguese an asset.

### Expected Demonstration of Competencies

#### Core

<b>Achieve Results:</b>	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality by deadline
<b>Think Innovatively:</b>	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
<b>Learn Continuously</b>	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
<b>Adapt with Agility</b>	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
<b>Act with Determination</b>	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
<b>Engage and Partner</b>	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
<b>Enable Diversity and Inclusion</b>	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

#### Cross-Functional & Technical competencies (insert up to 7 competencies)

<b>Thematic Area</b>	<b>Name</b>	<b>Definition</b>
Business Direction and Strategy	System Thinking	Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact other parts of the system
Business Management	Portfolio Management	Ability to select, prioritise and control the organization's programmes and projects in line with its strategic objectives and capacity Ability to balance the implementation of change initiatives with regular activities for optimal return on investment. Knowledge and understanding of key principles of project, programme, and portfolio management
<b>2030 Agenda: Peace</b>	<b>Governance</b>	<i>Youth leadership and participation</i>
<b>2030 Agenda: Peace</b>	<b>Governance</b>	<i>Youth socio-economic empowerment</i>
<b>2030 Agenda: Peace</b>	<b>Governance</b>	<i>Inclusion and Participation</i>
<b>Knowledge Facilitation</b>	<b>Business Development</b>	<i>Ability to animate individuals and communities of contributors to participate and share, particularly externally.</i>



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Partnership Management	Business Management	Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and policies.

### VI. Keywords

**Youth leadership and youth empowerment. Youth Engagement:** Knowledge of dynamics of a large youth population in the context of varied development settings and ability to translate development insights into specific youth policy and programme proposals.

**Innovation:** Ability to make new and useful ideas work. **Communication:** Ability to listen, adapt, persuade and transform