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Resilient nations

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: Programme Analyst
/Governance

Main sector of assignment: Innovative
Governance for Sustainable Development

Agency: UNDP

Department: Governance Unit

Reports to: Head of Governance

Position Status: Non-rotational

Job Family:

Grade Level: P2

Country and Duty Station: Angola

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

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 an 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 general elections of 2017 ushered a new governance era in Angola with the election of a new President in 38 years. The fight against corruption is now a flagship policy. There is renewed political commitment to human rights and to the decentralization of the system of governance with State and administrative reforms and the pursuit of election of municipal governments. The challenge now involves democratic management of the opening civic space, building sound democratic processes and mechanisms, enhancing response capacity of justice and human rights institutions, and accelerating the agenda for public transparency, accountability, rule of law and effective service delivery. These governance advances and challenges are occurring in a context of tight fiscal space and economic growth deceleration caused by decreasing oil prices, exacerbated by the socio-economic impact of the COVID-19 pandemic, which has required expensive epidemiological response and investments in social protection and economic stimulation to expand private sector and local productive capacity.

The UNDP Country Office (CO) in Angola is developing and implementing various projects in collaboration with key government, private sector and civil society stakeholders in the flagships areas of transparency and prevention of corruption, public sector reform, electoral assistance, rule of law and human rights, gender based violence and empowerment of women, decentralization and citizenship. CO is also exploring new and innovative ways of supporting Angola's efforts for more dynamic and modernized governance and to integrate governance perspective into CO's other areas of intervention, including health, inclusive and sustainable development, environment and innovation.

In this context, the JPO will support CO's efforts in the development of new initiatives and partnerships for its governance intervention and thereby help advance social cohesion and resilience in the face of COVID-19 and in view of the SDGs and national development plans. In the process, the JPO will also support with the monitoring and evaluation of current initiatives, knowledge management and public dissemination of results and lessons learned.

Reporting structure and partners:

Programme Analyst/Governance reports to the Head of Governance Unit, and works closely with the Governance Team, as well as with CO's other programme management and operations units, and programme staff in other UN Agencies, staff of UNDP HQs and regional and sub-regional centers. Programme Analyst/Governance will have a breadth of opportunities to get exposed to programmatic activities, ranging from identification of strategic opportunities; pursuing innovative ways of doing things; and fostering partnerships with government at different levels, donor communities, private sector and civil society. The Programme Analyst/Governance is expected to be solution-oriented and creative to advocate and support innovative and dynamic governance work in the CO and for Angola.

III. Supervision

Name of Supervisor: Zeferino Teka

Title of Supervisor: Head of Governance 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)
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IV. Duties and Responsibilities and Output expectations

1) **Programmatic strategies and implementation (30%)**

- Assessment of CO's development instruments (i.e. Country Programme Document – CPD and other strategic corporate documents), portfolios and Teams and identification of strategic entry points for an integrated governance approach by the CO in Angola.
- Analysis and research of the transitional political, social and economic situation in the country in the areas of State reform, political and administrative decentralization, rule of law and human rights, corruption and elections, with a crosscutting view on gender and youth, and preparation of substantive inputs to development of programmes.

<ul style="list-style-type: none"> • Identification of niches for CO to support Angola with integrated and modernized governance in the context of the aforementioned areas and beyond, with a particular attention to issues of participation, inclusion, inequality and democratic representation, as well as identification of new innovative technologies and policies to address emerging challenges. • Design new initiatives and project proposals in line with the CPD and other strategic documents.
<p>2) Contribution to project management (20%)</p> <ul style="list-style-type: none"> • Day-to-day management of projects in the Governance Unit, with robust Results Based Framework (RBF) and rigorous monitoring, full implementation of corporate quality and monitoring standards related to the strategic planning and Programme and Project Management (PPM) reform, and effective application of human-rights and gender quality approach to project design and implementation.
<p>3) Creation of strategic partnerships and contribute to resource mobilization (25%)</p> <ul style="list-style-type: none"> • Participation in UNDP activities with partners and represent UNDP in relevant partners' events. • Provide support services to local partners in identification and design of strategic areas of work to advance good governance and to access funding opportunities carrying out reporting. • Support Governance Unit and CO resource mobilization action, including in the development of partnerships with the UN Agencies, International Financial Institutions (IFIs), government institutions, bi-lateral and multilateral donors, private sector and civil society based on CO's strategic goals, the country's needs and donors' priorities. • Analysis and research of information on donors, preparation of substantive briefs in collaboration with academia and senior practitioners on opportunities and possible areas of cooperation.
<p>4) Strategic and technical support and facilitation of knowledge building and management (25%)</p> <ul style="list-style-type: none"> • Contribution to the provision of technical guidance and advice on integration, innovation and modernization/digitalization of governance systems, processes and mechanisms. • Engagement in dialogue with public institutions, civil society and private sector to expand knowledge and understanding of governance ecosystem in terms of institutional capacity, legal framework, public policy, coordination and programme initiatives. • Facilitation of multi-sectoral engagements with central and local governments, development partners, civil society, private sector and IFIs in addressing strategic development issues, including the SDGs, corruption, human rights, gender and women's empowerment in the national context. • Sound contributions to knowledge networks and communities of practice.

V. Competencies and Selection Criteria	Description of Competency at Level Required
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	
Vision Strategic vision, technical and analytical capabilities on youth empowerment for sustainable development and peace	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Results oriented Delivery of required outputs and planned results in accordance with time and budget targets	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Strategic partnerships Building strategic partnerships	Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Learning and knowledge management Promoting organizational learning and knowledge management	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Tolerance for change Ability to work under pressure	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Data analysis Ability to evaluate data and derive relevant findings	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

VI. Recruitment Qualifications	
Education:	Master's Degree or equivalent Advanced Degree in International Development, Development Studies and/or related areas
Experience:	<ol style="list-style-type: none"> 1. A minimum of two years of paid working experience in governance and/or development work 2. Knowledge and experience in working with governmental and non-governmental partners 3. Other relevant experience e.g. on-the-groundwork experience in developing countries
Language Requirements:	<ul style="list-style-type: none"> • Working knowledge in English • Fluency in Portuguese
Other desirable education, languages and work experience:	<ul style="list-style-type: none"> • Advanced computer skills • Training in project management an advantage • Training in system thinking an asset • UN experience is an asset

VII. Training and Learning
<p>As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:</p> <ul style="list-style-type: none"> • 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 several specific training and learning modalities/opportunities in the receiving office through E-Learning at the Talent Development Center.

VIII. 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 Angola is continuing to support Angola's efforts for poverty reduction by promoting partnerships for Angola's graduation from the Least Developed Country (LDC) category country to Middle Income Country (MIC) status, strengthening national institutions to achieve economic diversification, increase the productive capacity of Small and Medium Enterprises and cooperatives and strengthening national institutions in the provision of basic services, laws and policies that contribute to the fight against HIV/AIDS). Among new initiatives, UNDP is supporting Angola with the SDGs Voluntary National Reporting (VNR) and is supporting the adoption of new systems thinking and tools for planning and budgeting for development. Under democratic governance, UNDP Angola supports institutional capacity building for modernization of services, promotes transparency in management of public finances at the national and local levels through Public Financial Management Systems (PFMS) strengthening and promotion of social monitoring. UNDP supports national efforts to align Angola's human rights framework with international law, access to justice, the strengthening of justice and human rights institutions, and support for gender mainstreaming in policies, public programs and budgets, as well as the empowerment of women at the community level through civil society organizations. UNDP has supported Angola with electoral capacity building, with the design and adoption of local governance elections framework, with the design and implementation of participatory local governance legal instruments and institutions and with their functional mechanisms and processes for the expansion of local democracy. In the area of Environment, risks and disasters, UNDP Angola has supported environmental sustainability through better management of natural resources, access to green energy, climate change strategies, biodiversity conservation and disasters risk reduction plans and systems.

The office has currently 33 active projects, with a total delivery of US\$ 30, 678, 139 Million. The country office is currently composed of 53 staff members (6 international), including both programme and operations. In the Governance Unit, the unit the JPO will be working, there are currently 8 staff members, including 2 International and 6 nationals. Besides development projects, the unit also provides research, analysis and programme support functions

UNDP Angola aims to introduce innovative new solutions to the complex development challenges facing Angola. UNDP CO launched the Accelerator Lab in the country in 2019 as part of the UNDP network of 90 Labs worldwide. The Accelerator Lab will help choose the problems, map solutions, test and experiment new ways to tackle development problems of the country.

Organization chart: Attached

Living conditions at the Duty Station: Family duty station and hardship classification level (B)

Smoking/Non-Smoking environment (as applicable): non smoking