



**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**

<b>JPO functional title:</b> Program Analyst	<b>Grade Level:</b> (P2)  <b>Country and Duty Station:</b> Sao Tome & Principe  <b>Duty Station status:</b> Family (staff member and eligible family members)  <b>Duration and Type of Assignment:</b> One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement
<b>Main sector of assignment:</b> Private sector development	
<b>Detailed sector of assignment:</b> Private sector development	
<b>Agency:</b> UNDP	
<b>Department:</b> CESA portfolio, Economic Growth and Environmental Sustainability	
<b>Reports to:</b> CESA portfolio manager	
<b>Position Status:</b> Non-rotational	
<b>Job Family:</b> yes	

**II. Job Purpose and Organizational Context**



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#### **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:**

Under the guidance and supervision of the CESA Portfolio Manager, the JPO contributes to the effective implementation of the portfolio programmes/projects in line with UNDP corporate requirements focusing on private sector development and empowering greater participation of women in the economic life of Sao Tome and Principe. S/he ensures the design and implementation of the office programme/ projects through effectiveness, efficiency, impact and sustainability of results; evaluations carried out in a credible and systematic manner; lessons and recommendations used for new programme design, contributing to the implementation of UN Development Assistance Framework priorities and results.

The JPO works in close collaboration with the Programme and Operations Teams in the CO, Project Management Teams and Government officials to ensure full implementation of the project cycle, from the design to the closure of programme and projects.

#### **Reporting structure and partners**

The JPO will report to the CESA (Economic Development and Sustainable Development) Portfolio Manager

### **III. Supervision**



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**Name of Supervisor:** Maria Teresa Mendizabal

**Title of Supervisor:** CESA Portfolio Manager

**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)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

**III. Duties and Responsibilities and Output expectations**

**Summary of key functions for CESA related programme/projects:**

- 1) Delivery, monitoring and reporting of projects related to the area of Economic Growth and Sustainable/Inclusive development, with particular focus on support to Private Sector Development and Gender & Youth Advancement
- 2) Stakeholder management, partnership coordination, and external relations
- 3) Knowledge management and innovation

**1. Delivery, monitoring and reporting of CESA programmes/projects in the area of Private Sector Development and Youth Advancement, focusing on the achievements on the following results: (50) %**

- Support the UNDP oversight functions of projects in the referred area;



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- Provide innovative approaches to Youth Advancement, through new tools and instruments within the UNDP rules and regulations
- Strengthen UNDP National Partners to increase capacity for the implementation of on-going interventions such as Business Accelerators, Innovation Challenges, Grants, etc
- Withdraw projects' financial reports for effective budget control and follow up;
- Support the quality assurance of the portfolio through the substantive and financial monitoring of projects, including through field visits and spot checks, to identify operational bottlenecks and develop recommendations for effective solutions;
- Support the recruitment of consultants and service providers through drafting TORs, finalizing advertisements, screening, long and short listing,
- Contract Management with service/works/goods providers and supplies
- Provide strategic support to the portfolio through anticipatory action, proactive monitoring, data collection, data analysis and reporting;
- Promote and backstop consultative processes leading to identification of new areas of intervention, in line with the CO strategic plans' objectives and the related areas (Gender, Youth and Private Sector).

### **2. Stakeholder management, partnership coordination, and external relations, in order to assure development of the portfolio in the related areas of Private Sector Development and Gender & Youth Advancement, focusing on the achievements on the following results (25%)**

- Support the coordination and management of communications with donors, implementing partners, and other cooperation agencies;
- Liaise and build relationships with government counterparts, other United Nations (UN) agencies, international non-governmental organizations (I/NGOS), academia, private sector, civil society, and other relevant stakeholders;
- Support the establishment of strategic partnerships and management of external relations; • Conduct analysis and research of information on partners and donors for the preparation of substantive briefs on possible areas of cooperation, identification of cooperation opportunities;

### **3. Knowledge management and innovation in the area of Private Sector Development and Youth Advancement (25%)**

- Create a systematic project monitoring plan for the CESA Portfolio
- Contribute to the compilation and dissemination of best practices and lessons learned through relevant knowledge platforms including the UNDP Global Community of Practices
- Identify and synthesize best practices and lessons learnt within the portfolio projects
- Keep well-informed of new developments and innovative approaches/solutions in the areas required and actively contribute to the office learning process and corporate knowledge tools.



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**Key results:**

- CESA portfolio projects and programme in the area of Private Sector Development on Gender & Youth Advancement delivered, monitored and reported;
- Coordination with partners and stakeholder aimed at enlarging the portfolio in the area of Economic Growth enhanced;
- Knowledge management strengthened
- Quality assured, financial reports provided to management.

<b>IV. Competencies and Selection Criteria</b>	<b>Description of Competency at Level Required</b> (For more comprehensive descriptions please see the competency inventory)
<p>In this section list <b>all</b> 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: <a href="https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx">https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</a></p>	
<b>Core</b>	
<p><b>Innovation</b> <i>Ability to make new and useful ideas work</i></p>	Level 4: Adept with complex concepts and challenges convention purposefully
<p><b>Leadership</b> <i>Ability to persuade others to follow</i></p>	Level 4: Generates commitment, excitement and excellence in others
<p><b>People Management</b> <i>Ability to improve performance and satisfaction</i></p>	Level 4: Models independent thinking and action
<p><b>Communication</b> <i>Ability to listen, adapt, persuade and transform</i></p>	Level 4: Synthesizes information to communicate independent analysis
<p><b>Delivery</b> <i>Ability to get things done while exercising good judgement</i></p>	Level 4: Meets goals and quality criteria for delivery of products or services
<b>Technical/Functional</b>	<p>Detailed list of competencies can be accessed through <a href="https://intranet.undp.org/unit/ohr/competencyframework/SitePages/Home.aspx">https://intranet.undp.org/unit/ohr/competencyframework/SitePages/Home.aspx</a> and hiring managers are encouraged to familiarize themselves for more information. (P2 positions usually require level 4 competency.)</p>



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<p><u>Knowledge Management and Learning</u></p> <ul style="list-style-type: none"> <li>❑ Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example</li> <li>❑ Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills</li> </ul>	<p>Level 4: Implement &amp; Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work</p>
<p><u>Development and Operational Effectiveness</u></p> <ul style="list-style-type: none"> <li>❑ Ability to lead strategic planning, results-based management and reporting</li> <li>❑ Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects</li> <li>❑ Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery</li> <li>❑ Ability to implement new systems and affect staff behavioral/attitudinal change</li> </ul>	<p>Level 4: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise</p>



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<ul style="list-style-type: none"> <li><input type="checkbox"/> Strong IT skills, knowledge of ATLAS system</li> <li><input type="checkbox"/> Excellent knowledge of financial rules and regulations, accounting</li> <li>Excellent knowledge of Results Management Guide and Toolkit</li> </ul>	
<p><u>Management and Leadership</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback</li> <li><input type="checkbox"/> Consistently approaches work with energy and a positive, constructive attitude</li> <li><input type="checkbox"/> Demonstrates good oral and written communication skills</li> </ul>	<p>Level 4:Execute &amp; Learn:Performs defined tasks efficiently and deepens knowledge of area of work</p>

<b>V. Recruitment Qualifications</b>	
<b>Education</b>	Minimum: Master´s Degree in Gender Studies, Economics, in business related areas, sustainable development, marketing, tourism, international trade, natural resources management or related social sciences field
<b>Experience:</b>	<p>A minimum of two years of work experience in a relevant field related to private sector development and entrepreneurial business ecosystems.</p> <ol style="list-style-type: none"> <li>1. Knowledgeable in project management</li> <li>2. Work experience in developing countries will be an asset (ie “on-thegroundwork experience in developing countries preferably in West or Central Africa”)</li> <li>3. Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and activities.</li> </ol>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Excellent interpersonal, verbal communication and writing skills in English and Portuguese.</li> </ul>



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### 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 such as UNDP Mandatory courses.

### VII. Background Information





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### 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 United Nations Development Programme (UNDP) operates in over 170 countries and territories, helping to achieve the eradication of poverty, to reduce inequalities and to increase sustainability. Within this challenging scenario, partnership development is a crucial aspect for the achievement of UNDP goals.

UNDP STP (Sao Tome and Principe) works to achieve transformation change that will lead to freedom from poverty and insecurity for every Santomean, young or old, man or woman.

UNDP assists in the achievement of the country own priorities. In partnership with the Government, the United Nations system, the donor community and other development stakeholders, UNDP contributes to institutional development efforts and strengthens the capacity of national partners through projects and interventions in several areas. Is committed to the highest standards of transparency and accountability and works in close coordination with the local government to maximize the impact of its development efforts on the ground.

The Portfolio CESA develops and supports the implementation of projects that support economic inclusive growth and promote environmental sustainability, in order to provide better and fairer living conditions to the present population and to preserve the planet for future generations.

The CESA portfolio has two key targets organized programmatically in two clusters:

1. Make growth inclusive and sustainable, and promoting decent jobs and security for all
2. Improve natural resources management and people's resilience to climate change, natural disasters and humanitarian emergencies

Youth, women, rural populations and other vulnerable groups are paid special attention when developing CESA projects to ensure that no one is left behind from development, which will encourage resilient societies.

The Portfolio CESA interventions include in 2021 projects related to:

- Promotion of Renewable Energy
- Youth and Women Entrepreneurship and Business development services
- Delivering Climate Promise
- Natural Resources Management (Biodiversity Conservation)
- Export Agribusiness Value Chains

Besides, the Portfolio continues to develop projects in other areas of great importance for the sustainable and inclusive development of the country, such as:

- Tourism sector, as an engine to inclusive economic growth
- Blue Economy
- Waste Management to preserve nature and health
- Climate Change Adaptation in agriculture, as the way forward in food security for current and future generations

**Organization chart:** Please see attached Country Office Organigramme and JPO position.



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**Living conditions at the Duty Station:**

São Tomé and Príncipe is an island country in the Gulf of Guinea, off the western equatorial coast of Central Africa. It consists of two archipelagos around the two main islands of São Tomé and Príncipe, about 140 km (87 mi) apart and about 250 and 225 km (155 and 140 mi) off the northwestern coast of Gabon, respectively.

The islands were uninhabited until their discovery by Portuguese explorers in the 15th century. Gradually colonized and settled by the Portuguese throughout the 16th century, they collectively served as a vital commercial and trade center for the Atlantic slave trade. The rich volcanic soil and close proximity to the Equator made São Tomé and Príncipe ideal for sugar cultivation, followed later by cash crops such as coffee and cocoa; the lucrative plantation economy was heavily dependent upon imported African slaves. Cycles of social unrest and economic instability throughout the 19th and 20th centuries culminated in peaceful independence in 1975. São Tomé and Príncipe has since remained one of Africa's most stable and democratic countries.

At sea level, the climate is tropical hot and humid with average yearly temperatures of about 27 °C (80.6 °F) and little daily variation. The temperature rarely rises beyond 32 °C (89.6 °F). At the interior's higher elevations, the average yearly temperature is 20 °C (68 °F), and nights are generally cool. Annual rainfall varies from 5,000 mm (196.9 in) on the southwestern slopes to 1,000 mm (39.4 in) in the northern lowlands. The rainy season is from October to May.

With a population of 201,800 (2018 official estimate), São Tomé and Príncipe is the second-smallest African sovereign state after Seychelles, as well as the smallest Portuguese-speaking country. Its people are predominantly of African and *mestiço* descent, with most practicing Roman Catholicism. The legacy of Portuguese rule is also visible in the country's culture, customs, and music, which fuse European and African influences. São Tomé and Príncipe is a founding member state of the Community of Portuguese Language Countries.

**Smoking/Non-Smoking environment (as applicable): Non-Smoking**

*K. Hawiemia*

**Approved by:**

**Name of the Head of Office: Katarzyna Wawiernia**

**Title of the Head of Office: RR**

**Date of issuance: 21 June 2021**