



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

I. Position Information

Job Title: JPO Partnerships Analyst Department: UN SDG Action Campaign / UNDP Reports to: Partnerships Specialist	Grade Level: P2 Bureau: Executive Office	Position Number: n/a Position designation: With no mobility requirement Duty Station: Rome (Italy)
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Career Track: Professional

Career Stream: Partnerships

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

The UN SDG Action Campaign is a special initiative of the UN Secretary-General hosted by the Executive Office of the United Nations Development Programme (UNDP) and based in Bonn, Germany. The Campaign is mandated to CONVENE, CAMPAIGN and CATALYZE by accelerating SDG action.

The Campaign's Advocacy for Change aims at systemic transformation by rethinking, recalibrating, and reimagining economies and societies so that they serve people and the planet, while inspiring SDG action and sending a message of hope and possibilities.

The UN SDG Action Campaign facilitates convening spaces and supports the engagement of civil society organizations and other key stakeholders in relevant dialogues and processes, with focus in the areas of financing for development, gender equality, climate action, sustainable food systems and justice and peace. Additionally, the Campaign lends its advocacy and communication support to key partners including through open-source advocacy campaigns, SDG media dialogues, SDG digital art exhibits to inspire action and engage new audiences and tap into humanity's creative power for good. And the UN SDG Action Awards programme, the Campaign's flagship initiative, serves to identify and celebrate exceptional changemakers and initiatives that are making a difference towards the 2030 Agenda.

III. Position Purpose

Within the above context, and under the overall supervision and guidance of the Partnerships Specialist, the JPO Partnerships Analyst will be tasked with supporting the partnerships, communications and advocacy work of the UN SDG Action Campaign, with a special focus on Italy. The role will entail: i) **supporting partnerships**, including mapping partnerships opportunities, liaising with existing and new partners, setting up and managing meetings and videocalls, and monitoring action points and follow up actions with partners; ii) **drafting a broad range of advocacy and campaigning documentation both in Italian and English**, including formal correspondence, briefings, concept notes, talking points, policy briefs and other policy documents; iii) providing support with the **organization of key events** of the Campaign such as the UN SDG Action Awards, including scouting and collecting information on venues, supporting procurement such as drafting terms of reference, sourcing suppliers, obtaining offers and liaising with vendors, and related tasks; iv) supporting **communications**, including drafting communication materials, editing communications content such as social media content, newsletter articles, press releases, supporting Director's outreach activities and editing and creating multimedia content and video messages in Italian and English.

IV. Key Duties and Accountabilities

1.) Support the partnerships and advocacy work of the UN SDG Action Campaign

- Conduct a mapping of relevant partners in Italy and beyond in alignment with the Campaign's strategy and priorities;
- Identify partnership opportunities for the Campaign with partners from different constituencies including civil society organizations and the creative sector;
- Identify resource mobilization opportunities for the Campaign and draft partner briefings and risk assessments as required;
- Convene meetings and videocalls with partners as required;
- Conduct notetaking and monitor action points and follow up tasks from meetings and videocalls with partners;
- Support the outreach efforts to engage civil society organizations and partners from other constituencies on advocacy and campaigning initiatives in Italy and beyond;
- Support the maintenance and management of Salesforce contacts and Salesforce outreach groups;



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	<ul style="list-style-type: none">Adapt advocacy and campaigning materials of the Campaign such as toolkits and concept notes to the Italian context and roll it out in partnership with relevant stakeholders across sectors.
2.) Drafting of documentation for the UN SDG Action Campaign	
	<ul style="list-style-type: none">Providing research, writing, and editing support for key initiatives of the UN SDG Action Campaign, including the UN SDG Action Awards and other advocacy and campaigning initiatives;Supporting the drafting of talking points, concept notes, briefings, reports and other relevant documentation, both in English and Italian, for the UN SDG Action Campaign;Providing communications support, including drafting of blurbs, social media posts, blog posts, press releases, website articles and other communications content for the Campaign's social media platforms, websites and other communications platforms as required;Provide support with the creation and editing of multimedia content, including video and photo editing and design of Campaign documents, both in Italian and English.
3.) Provide support on event organization for the UN SDG Action Campaign	
	<ul style="list-style-type: none">Support the preparation of invitations, concept notes, communications content and related content for the organization of events in Italy and beyond;Support procurement tasks for the organization of events in Italy and beyond, such as the UN SDG Action Awards, including scouting and collecting information on venues, drafting terms of reference, sourcing suppliers, obtaining offers and liaising with vendors, and related tasks;Support event planning for events in Italy and beyond including structuring tasks across workstreams and monitoring progress in the implementation of plans;Support the liaison with partners for the organization of events in Italy and beyond, including facilitating the exchange of information, convening meetings and/or calls as required;Support the follow up actions to events in Italy in beyond, including thank you letters to partners, preparation of after-action reports and related tasks.

V. Requirements:

Education

- Advanced University Degree (Master's degree or equivalent) in international relations, political studies, development studies, international law or related fields.

Experience, Knowledge, and Skills



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

- At least two years of experience in drafting documentation such as formal correspondence, policy documents, briefings, concept notes and other related documentation is required;
- At least two years of experience in supporting the establishment and/or management of partnerships and collaborations for the SDGs is required;
- Excellent writing, editing and oral communication skills in Italian and English are required, including for drafting and editing formal correspondence, communication messaging and policy documents;
- Familiarity with the 2030 Agenda for Sustainable Development and the SDGs is required;
- At least two years of experience in producing communications content, including social media posts, website content, press releases and related content is an advantage;
- Proven experience in supporting global advocacy initiatives for the SDGs is an advantage;
- Experience in creating, editing and managing multimedia content, including videos and other digital content is an advantage;
- Experience in contributing to the organization of international events on the SDG is an advantage;
- Working knowledge of another UN Official Language is an advantage.

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

Cross-Functional & Technical competencies

<i>Thematic Area</i>	<i>Name</i>	<i>Definition</i>
<i>Business Management</i>	<i>Partnerships Management</i>	<i>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</i>
<i>Business Management</i>	<i>Communication</i>	<i>Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience</i>
<i>External Relations & Advocacy</i>	<i>Advocacy strategy and implementation</i>	<i>Ability to create and implement advocacy strategies which lead to impactful change</i>
<i>External Relations & Advocacy</i>	<i>Campaign management</i>	<i>Ability to produce and implement communications and advocacy campaigns which lead to impactful change</i>

VI. Keywords

- Partnerships building



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- Implementing advocacy initiatives
- Writing and communicating effectively
- Organizing events