



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

I. Position Information		
Job Title: Programme analyst, Results Based Management (RBM) Department: UNCDF Reports to: Regional Coordinator for West and Central Africa IDE	Grade Level: P2 Bureau: IDE	Position Number: n/a Position designation: With no mobility requirement  Duty Station: Dakar, Senegal
Career Track: Career Stream: Results-Based Management (RBM) 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		
<b>The UNDP Junior Professional Officer (JPO) Programme:</b>  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: <ul style="list-style-type: none"><li>• Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities</li><li>• Establishment of a work plan, with clear key results</li><li>• Guidance and advice in relation to learning and training opportunities within the field of expertise</li><li>• Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives</li></ul> The JPO will benefit from the following learning and development opportunities: <ul style="list-style-type: none"><li>• Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment</li><li>• Use of yearly JPO duty-related travel and training allocation (DTTA), as per the <a href="#">online DTTA guide</a></li><li>• On-going Masterclasses on relevant and inspiring themes</li><li>• Career development support mechanisms and activities</li><li>• Networking with fellow JPOs, young professionals and senior UNDP colleagues</li><li>• Mentoring programme</li><li>• Other training and learning opportunities</li></ul>		



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### Organisational context:

UNCDF is the UN’s capital investment agency. With its capital mandate and instruments, UNCDF offers ‘last mile’ finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. UNCDF works with national governments through comprehensive programmes and frameworks to support the development of the private sector, working in areas related to domestic and international financial sectors and capital markets operating in client countries. UNCDF also supports the demand side, by supporting SMEs and companies in the country to have their income generation projects to become investment ready so they can access finance from the financial sector and capital markets.

UNCDF has a regional office in West and Central Africa regional office, that operates in a number of countries in the region (Senegal, Ghana, Guinea, The Gambia, Niger, Madagascar, Cameroun, Mali, Burkina Faso, Sierra Leone, etc.). Some of the key priorities for WCA is to support countries in raising finance for climate action, renewable energies, sustainable agriculture, infrastructure and women led MSMEs. The WCA regional office needs to gather accurate information and data about the outputs and outcomes achieved through our programmes, and the impact of our work. More specifically, it is of utmost importance for the WCA regional office to prove how finance is mobilized and catalyzed by developing countries for the key themes highlighted above, how finance mechanisms are strengthened, and how SMEs in the region increase their capacity and increase their access to finance. To do so, a Programme analyst, RBM is needed to implement the monitoring tools and to accompany the different country teams in its application with the highest quality standard and in coordination with UNCDF Head Quarters. The role is expected to interact with various specialists in investments, as well as policy, management, communications, financial and operations professionals, both at country, regional and Head Quarters.

The Programme analyst, RBM position fill in a key piece in UNCDF regional team and for this reason will be considered for continuation once the assignment is complete.

### III. Position Purpose

The Programme analyst, RBM will be an instrumental position in supporting country teams in West and Central Africa in the implementation of UNCDF Results Measurement and Evaluation frameworks. The role will depend from the WCA Regional office Coordinator, and is also expected to work closely with the Programme Management Support Unit (PMSU) at UNCDF Head Quarters in New York.

Summary of key functions:

- Assist in UNCDF Results Measurement in the WCA region
- Assist in UNCDF Evaluation Framework in the WCA region
- Support learning gathering and inputs to programming

### IV. Key Duties and Accountabilities

#### 1.) Lead UNCDF Monitoring in the region

*Example of Duties:*

- Support in overseeing the implementation of comprehensive RM frameworks, tools and processes for regional and country programs, in line with UNCDF PMSU policies, and with donor requirements and in close collaboration with country and regional teams;
- Support the training of UNCDF teams and partners at the regional and country level on RM standards, tools and processes to ensure effective use
- Support accurate reporting on and results in WACA



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### 2.) Lead UNCDF evaluation framework in the region

**Example of Duties:**

- Support the evaluation plan of the region, from supporting planning and evaluation design, recruitment of evaluators, and follow up of implementation (including mid term reviews, mid term evaluations, final evaluations and impact evaluations)
- Support external evaluations and act as WCA focal point to the UNCDF Evaluation Unit for evaluations of programs in the region.

### 3.) Support learning gathering and inputs to programming

**Example of Duties:**

- Contribute to the gathering of insights and learnings from UNCDF interventions in the region to identify best practices and inform UNCDF programming to address development challenges
- Support the design and implementation of quantitative and qualitative research to identify programme learnings, inform market engagements and capture programme results and impact.
- Assist in providing technical and strategic advice to WACA Regional and Country Management in the design and implementation of initiatives, based on results and learnings from WCA activities across countries in the region;
- Contribute to the design of new initiatives and proposals for funders and ensure alignment to UNCDF Strategic framework and Corporate strategy.
- Support and coordinate with country RBM officers and country offices.

Supervisory/Managerial Responsibilities: N/A

### V. Requirements:

#### **Education**

Master's Degree or equivalent Advanced Degree in a related field of expertise (Development, Economics, Public Policy, Social sciences, technology or a related discipline)

#### **Experience, Knowledge, and Skills**

**List:**

- A minimum of two years of paid working experience in a relevant field
- Desirable knowledge and skills required for entry into position:
  - Experience in monitoring, result measurement and evaluation in international organizations or projects with international donors
  - Knowledge of project management cycle (PMC) principles, from design to evaluation
  - Excellent skills in communication and writing with proven experience in international settings
  - Strong IT skills, including MS Office Suite
  - Interest or exposure to innovation, technology and digital financial services, impact investment, SME finance, and/or (digital) inclusion
- Fluency in written and spoken English (Required)
- Fluency in written and spoken French (Required).

#### **Expected Demonstration of Competencies**



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<b>Core</b>		
<b>Achieve Results:</b>	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work	
<b>Think Innovatively:</b>	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking	
<b>Learn Continuously</b>	LEVEL 2: Go outside comfort zone, learn from others and support their learning	
<b>Adapt with Agility</b>	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process	
<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	
<b><i>Cross-Functional &amp; Technical competencies (insert up to 7 competencies)</i></b>		
<b><i>Thematic Area</i></b>	<b><i>Name</i></b>	<b><i>Definition</i></b>
Business Direction & 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 on other parts of the system
Business Development	Knowledge Generation	Ability to research and turn information into useful knowledge relevant for context, or responsive to a stated need
Business Management	Monitoring	Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and programme performance and results
Business Management	Evaluation	Ability to make an independent judgement based on set criteria and benchmarks -Ability to anticipate client's upcoming needs and concerns.
Digital & Innovation	Digital inclusion	Knowledge of how digital inclusion works, opportunities and challenges for governments and society.

<b>VI. Keywords</b>
Results-based management; Impact measurement; Evaluation