I. General Information

Title: Junior Professional Officer, Talent Programme Analyst

Detailed sector of assignment: Business and Administrative Management, Inclusion of Young Professionals with Disabilities

Agency: UNV

Department: Human Resources

Country and Duty Station: Bonn, Germany

Duration: 1 year with possibility of extension for another year

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

Please note that for participants of the JPO-Programme two years work experience are mandatory!

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 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:
Promoting an inclusive development agenda that fosters equal opportunities for all, including persons with disabilities, is an important prerequisite for the achievement of the Sustainable Development Goals, and a key priority for UNDP and UNV.

UNDP and UNV are collaborating on advancing inclusion of people with disabilities into the workforce. In particular, UNV and UNDP will collaborate on the implementation of a Talent Programme for Young Professionals with Disabilities with the overall objective of including people with disabilities into the workforce of the development sector, and building a talent pipeline of young leaders with disabilities for jobs in areas related to the SDGs.
The Talent Programme Analyst will support UNDP and UNV’s work to advance inclusion of people with disabilities into the workforce.

**Reporting structure and partners**
The Talent Programme Analyst will be based at UNV Headquarters in Bonn, and will work under the overall supervision of the UNV Chief of Human Resources with a matrixed reporting line to the Manager of the UNDP JPO Service Centre. The Talent Programme Analyst will also work in close collaboration with the Head of Engagement Unit, UNDP Office of Human Resources, UNDP country offices as well as external partners including disabled people organisations.

### III. Supervision

**Title of Supervisor:** Chief, Human Resources, UNV

**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

### IV. Duties and Responsibilities and Output expectations

**Primary responsibilities of the position:**

1) Contribute to the implementation of the UNDP and UNV Talent Programme for Young Professionals with Disabilities, including programme management, monitoring and reporting and liaising with UNDP country offices and Programme stakeholders.

2) Support the implementation of the resource mobilization and partnership strategy for the Talent Programme, including undertaking analysis and research of information on partnership and funding opportunities, and preparation of partnership materials.

3) Collaborate on recruitment processes, including design of job descriptions, talent outreach strategies and sourcing, assessment and selection, organized as part of the joint UNDP and UNV Talent Programme.
4) Collaborate on the design and organization of learning, communication, awareness-raising and advocacy events/initiatives organized as part of the joint UNDP and UNV Talent Programme.

5) In collaboration with the team in UNDP ITM/Engagement Unit, contribute to the design and delivery of initiatives and activities to advance the institutional learning and capacity development to build internal expertise, skills and knowledge on the inclusion of people with disabilities into the UNDP and UNV.

6) In collaboration with the team in UNDP ITM/Engagement Unit, contribute to the design and preparation of training materials and guidelines for UNDP and UNV offices on inclusion of people with disabilities.

7) Through research on best practices on the inclusion of people with disabilities into the workforce, build a body of knowledge, including guidance and reference materials for managers and staff, on the inclusion of persons with disabilities in a workplace.

V. Competencies and Selection Criteria

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<thead>
<tr>
<th>Competency Area</th>
<th>Description of Competency at Level Required</th>
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<tbody>
<tr>
<td><strong>Core</strong></td>
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<tr>
<td>Innovation</td>
<td>Ability to make new and useful ideas work Level 4: Adept with complex concepts and challenges convention purposefully</td>
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<tr>
<td>Leadership</td>
<td>Ability to persuade others to follow Level 4: Generates commitment, excitement and excellence in others</td>
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<tr>
<td>People Management</td>
<td>Ability to improve performance and satisfaction Level 4: Models independent thinking and action</td>
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<tr>
<td>Communication</td>
<td>Ability to listen, adapt, persuade and transform Level 4: Synthesizes information to communicate independent analysis</td>
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<tr>
<td>Delivery</td>
<td>Ability to get things done while exercising good judgement Level 4: Meets goals and quality criteria for delivery of products or services</td>
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<td><strong>Technical/Functional</strong></td>
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<tr>
<td>Project Management</td>
<td>Ability to plan, organize, motivate, and control resources, procedures and protocols to achieve specific goals Level 4: Apply &amp; Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</td>
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<tr>
<td>Relationship Management &amp; Partnerships</td>
<td>Ability to engage with other agencies / parties Level 4: Apply &amp; Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</td>
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<tr>
<td>Resource Mobilization</td>
<td>Ability to identify and organize programmes and projects to implement solutions and generate resources. Level 4: Apply &amp; Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</td>
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<tr>
<td>Knowledge Management</td>
<td>Ability to efficiently handle and share information and knowledge Level 4: apply &amp; Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</td>
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VI. Recruitment Qualifications

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<tr>
<th>Education:</th>
<th>Master’s Degree in business administration, human resources management, development management or other relevant field</th>
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<td>Experience:</td>
<td>List out:</td>
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<td></td>
<td>1. A minimum of two years of paid working experience in a relevant field</td>
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<td>2. Experience with inclusion of people with disability into the workforce or with mainstreaming of disability into development would be an advantage.</td>
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<td>3. Experience in Human Resources, Talent Development, Capacity Development or a related field would be an advantage,</td>
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<td>4. Experience from working in an international organization would be an advantage</td>
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<td>Language Requirements:</td>
<td>• Working knowledge of English</td>
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<td>• Knowledge of another official UN language would be an advantage</td>
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<td>Other desirable education, languages and work experience:</td>
<td>Describe any additional qualifications:</td>
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<td>• Proficiency in the use of standard office software (MS Office)</td>
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VII. 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)
- 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:

Participation in training in UNDP and UNV programme/management areas, on-line tools and systems used by the Organizations can be envisaged. At the end of his/her first year the incumbent will have:

- Increased awareness of UNV’s mission and strategic framework,
- Understanding of UNDP’s rules and procedures—especially in relation to human resources management and programme development
- Ability to work in a Peoplesoft environment with specific reference to ATLAS.

VII. Background Information

Information on the receiving office:
The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development
challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

UNV engages about 7,000 UN Volunteers every year. With an average age of 38 years and the requisite professional skills and qualifications of some 5 to 10 years relevant experience, UN volunteers serve in more than 120 countries and come themselves from about 160. The majority – 80 per cent – come from developing countries themselves. One third of UN volunteers serve in their own countries, with the others carrying out international assignments. The financial equivalent of programme activities exceeds US$220 million annually.

UNV is headquartered in Bonn, Germany and has approximately 150 staff positions – with the majority in Bonn and some positions with different UN peacekeeping and political missions, and in other Headquarters locations (e.g. New York and Tokyo). More information on UNV can be found on http://www.unv.org

UNDP focuses on disability in the context of its broader work on inclusive development, and has played a positive role at both country and global levels in helping to support the implementation of the Convention on the Rights of Persons with Disabilities (CRPD) across its areas of work. A recent evaluation found that the Organization remains well-positioned to play a prominent role in advancing the CRPD at global and country levels through our advocacy and programming. UNDP has also launched a project aimed at strengthening the ability of the Organization to attract, develop and retain a talented and diversified workforce.

UNV has previous experience from mobilizing people with disabilities through the UN Online Volunteer Service, and has been employing volunteers with disabilities

**Living conditions at the Duty Station:** Bonn is situated on the north-west region of Germany, with easy connections to the main cities of Europe. Climate and weather: Temperate weather dominates in winter, with little snow and few days of frost. Summers are continental, with an average temperature in July of over 18° C; there are a number of hot days (33 grades). Average annual rain precipitation: 669 mm. Population as at December 2015: 320,820 inhabitants. The Cologne/Bonn airport is around 20 minutes away from Bonn centre by car. Bus 670 runs every 20 minutes. Taxis will normally collect around EUR 35 from the centre of Bonn to the airport. There is a good and reliable net of public transportation (buses, underground and trains). A large variety of tickets offer different reduced fare possibilities. Bonn has excellent roads and cycling paths. Housing: The local newspapers, especially the weekend and Wednesday editions, are a good source for house searching. There is a wide range of German schools, one international school and one French school at the primary level.

For more information, please visit http://www.bonn-international.org/

Bewerbungen und Bewerbungsformalitäten unter www.bfio.de,

Stichwort: Junior Professional Officer (JPO)