



## UNITED NATIONS DEVELOPMENT PROGRAMME

### Junior Professional Officer Programme (JPO) Chiffre Nr. 2024-1-06

#### I. Position Information

**Title:** JPO Policy Analyst - Climate and Security Risk

**Agency:** United Nations Development Programme (UNDP)

**Department:** Conflict Prevention, Peacebuilding and Responsive Institutions

**Bureau:** Crisis Bureau

**Country and Duty Station:** New York, USA

**Duration and Type of Assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

#### 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.

## **Organisational context**

### **The Crisis Bureau**

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains supporting the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Crisis Bureau guides UNDP's corporate crisis and fragility-related strategies and vision for crisis prevention, response, and recovery. The Bureau is responsible for support to prevention, crisis response, resilience, recovery, and peacebuilding work under the auspices of UNDP's Strategic Plan. Crisis Bureau staff provide global strategic advice to UNDP management and technical advice to Regional Hubs and Country Offices; advocate for UNDP corporate messages, represent UNDP at multi-stakeholder fora, and engage in UN inter-agency coordination in specific thematic areas. As part of the Global Policy Network (GPN), the Crisis Bureau works in an integrated manner with UNDP's Bureau for Policy and Programme Support (BPPS), ensuring that issues are fully integrated into UNDP's development programmes. Peace outcomes are delivered in a coherent manner, working across the GPN that includes the Governance team in Bureau of Policy and Programme Support.

### **The Climate Security Mechanism**

Together with DPPA, UNEP and DPO, UNDP comprises the core capacities of the Climate Security Mechanism. As the largest implementer of peacebuilding and climate action within the UN system and beyond, including the [Climate Promise](#), UNDP hosts the only global climate security team within the UN, with dedicated specialists/advisors covering all geographic regions. In particular, it supports hotspots and contexts underserved by the climate security

agenda thus far in: Asia and the Pacific, Europe and Central Asia, Latin America and the Caribbean.

UNDP's work on climate [policy](#) and [finance](#) for peace has catalyzed a new field of practice and practice-driven research on climate finance in conflict-affected and fragile contexts and has captured the interest, including of the [COP27](#) and COP28 hosts/Presidencies, the [Security Council](#), the [World Bank](#), the [Aswan Forum](#) the [Stockholm Forum](#) for Peace and Development and [Stockholm+50](#), and ASEAN. UNDP provides dedicated support to regional entities from the Global South on climate security, including the African Union Commission, the Lake Chad Basin Commission, the League of Arab States and the Liptako Gourma Authority, including through the CSM. Working closely with Cairo International Centre for Conflict Prevention, Peacekeeping and Peacebuilding, and the AUC, UNDP is key focal point for UN system to the Egyptian COP27 Presidency initiative, "[Climate Responses for Sustaining Peace](#)", a first-of-kind initiative focused on peace and security in the context of the climate change COPs, led by a country and key interlocutor from the Global South. UNDP has been working closely with the lead focal point, the Cairo International Centre for Conflict Prevention, Peacekeeping and Peacebuilding and the African Union Commission on developing a roadmap to COP28 and beyond.

As a member of the Conflict Prevention, Peacebuilding and Responsive Institutions Team (CPPRI), the Policy Analyst – Climate and Security Risk will report to the Team Leader – Climate and Security Risk.

### **III. Position Purpose**

The Climate and Security Risk - Policy Analyst will be responsible for performing and contributing to the following:

- Policy analysis, research and development;
- Programmatic guidance and support;
- Knowledge management and partnerships.

### **IV. Key Duties and Accountabilities**

#### **1.) Policy analysis, research and development (30%) (Example of Duties):**

- Conduct desk research on climate security to support global policy, strategy and programming efforts;
- Provides research, analysis and technical support to the Climate, Peace and Security Experts Academy – Climate Policy and Finance for Sustaining Peace;
- Contribute technical inputs on climate, peace and security to policy briefs, background papers, Secretary-General reports and other relevant intergovernmental and interagency processes, as appropriate;
- Monitor key policy developments and develop analysis on climate security-related issues for senior management and partners, and as key inputs to policy formulation.

#### **2.) Programmatic guidance and support (40%) (Example of Duties):**

- Support the roll-out of the CSM conceptual approach and toolbox together with Country Offices, Regional Hubs, field missions, Peace and Development Advisors

(PDAs) and other key partners and ensure feedback to refine the methodology as relevant;

- Support Country Offices, Regional Hubs, field missions and PDAs to develop climate security projects and initiatives;
- Provide guidance on work planning, monitoring and reporting according to donor requirements;
- Draft project reports, minutes of meetings and terms of reference as required;
- Identify and document good practices and lessons learnt.

### **3.) Knowledge management and partnerships (30%) (Example of Duties):**

- Provide support to UNDP's partnerships on climate, peace and security, including, the COP27 Presidency Initiative, "Climate Responses for Sustaining Peace";
- Support knowledge management and co-generation efforts on climate security at the global and regional level, including the work of the UN Community of Practice on Climate Security;
- Identify and collaborate with practitioners and researchers around the world, in particular the Global South, to develop a global evidence base of good practices regarding climate-related security risk prevention, mitigation and management strategies;
- Provide support to workshops and multi-partner consultations in coordination with partners, including preparing agendas, identifying participants, preparation of documents, presentations, logistics, meeting minutes, etc.;  
Draft and aid the development of briefings, talking points, and speeches, as applicable.

## **V. Recruitment Qualifications**

**Education: Master's Degree** in conflict studies, international development, environmental management, climate change or a related field of study

### **Requirements:**

- A minimum of two years of paid working experience in conflict prevention/peacebuilding, climate change, climate security and/or related areas;
- Demonstrable understanding of issues related to international development, climate change, security, peacebuilding and/or resilience;
- Experience of working in a field office is desirable;
- Demonstrable excellent written and communication skills;
- Ability to take initiative, work independently, work under pressure and meet tight deadlines; and
- Excellent interpersonal skills and ability to work as a part of a team, sharing information and coordinating efforts within the team.

### **Language Requirements:**

- Fluency in English is required.
- Working knowledge of French or Spanish will be considered as an advantage.

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

- Problem Analysis and Decision-Making - conceptualizes and analyses problems to identify key issues, underlying problems, and how they relate; contributes creative, practical ideas and approaches to deal with challenging situations;
- Job Knowledge and Technical Expertise – Demonstrates comprehensive knowledge of information technology and applies it in work assignments; applies knowledge of development issues, particularly restoration of core government functions, public sector reform and peacebuilding and knowledge of relevant organizational policies and procedures to support the project objectives and the mandate of the organization;
- Communications Skills – Strong oral and written communication abilities, especially the capacity to listen and be responsive to the opinions of others. Speaks confidently and exercises diplomacy in dealing with all partners, demonstrating tact, determination and sensitivity;
- Knowledge Management – Actively produces and disseminates new knowledge; creates/contributes to mechanisms to collect and share knowledge;
- UN System – Knowledge of the UN System and ability to apply to strategic and/or practical situations;
- Partnerships-Ability to engage with other agencies and forge productive working relationships;
- Capacity Building – Actively seeks learning opportunities; demonstrates commitment to ongoing professional development;
- Advocacy – Ability to advocate a point of view and influence others.

## **Expected Demonstration of Competencies**

### **Core Achieve Results**

Level 2: Plans and monitors own work, pays attention to details, delivers quality work by deadline.

### **Core Think Innovatively**

Level 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking.

### **Core Learn Continuously**

Level 2: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback.

### **Core Adapt with Agility**

Level 2: Adapt processes/approaches to new situations, involve others in change process.

### **Core Act with Determination**

Level 2: Shows drive and motivation, able to deliver calmly in face of adversity, confident.

### **Core Engage and Partner**

Level 2: Demonstrates compassion/understanding towards others, forms positive relationships.

### **Core Enable Diversity and Inclusion**

Level 2: Appreciate/respect differences, aware of unconscious bias, confront discrimination.

## **Cross-Funcional & Technical Competencies**

**Thematic Area:** Conflict Prevention, Peacebuilding and Responsive Institutions; **Name:** 2030 Agenda; **Definition:** Conflict Prevention.

**Thematic Area:** Conflict Prevention, Peacebuilding and Responsive Institutions; **Name:** 2030 Agenda; **Definition:** Sustaining Peace (including financing) peacebuilding and transitions

**Thematic Area:** Results-based Management; **Name:** Business Management; **Definition:** Ability to manage programmes and projects with a focus at improved performance and demonstrable results.

**Thematic Area:** Collective Intelligence Design; **Name:** Business Development; **Definition:** Ability to bringing together diverse groups of people, data, information or ideas, and technology to design services or solutions.

**Thematic Area:** Partnership management; **Name:** Relationship management; **Definition:** Ability to engage with a wide range of public and private partners, build, sustain and/or strengthen working relations, trust and mutual understanding.

**Thematic Area:** Communications; **Name:** Advocacy strategy and implementation; **Definition:** Ability to create and implement advocacy strategies which lead to impactful change.

## **VI. Keywords**

Conflict prevention and peacebuilding, climate change, policy and programming, UN/DP and field experience.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2024-1-06 auf dem Bewerbungsbogen  
Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**