



UNITED NATIONS DEVELOPMENT PROGRAMME

Junior Professional Officer Programme (JPO) Chiffre Nr. 2026-2-40

I. Position Information

Title: JPO Local Action Analyst

Agency: United Nations Development Programme (UNDP)

Department: Governance, Rule of Law and Peacebuilding Hub - UNDP

Bureau: BPPS/CB

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

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 and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the UNDP Crisis Bureau (CB) leads the organization's efforts to support countries in building resilience by strengthening their capacities to anticipate, prevent, respond to, and recover from crises and shocks. This work is essential for safeguarding progress toward the Sustainable Development Goals (SDGs). CB's efforts focus on reducing dependency on external humanitarian aid and peace interventions by promoting risk-informed development planning and decision-making. By ensuring that development perspectives are integrated as early as possible in crisis response and recovery efforts, CB aims to transform recovery into an opportunity to promote more resilient, green, and equitable development pathways. Guided by UNDP's corporate Crisis Offer (2022), the CB works closely with Regional Bureaux (RBx) and Country Offices (COs) to implement preventive and risk-informed approaches and deliver effective crisis responses, ultimately helping to break the cycle of protracted crises and fragility.

In this context, the newly established Governance, Rule of Law, and Peacebuilding (GRP) Hub, a joint endeavor with the Bureau for Policy and Programme Support (BPPS), provides leadership and advisory services to enhance UNDP's impact on governance and peacebuilding, ensuring the integration of democratic governance and human rights into crisis response and recovery. The Hub aims to build an integrated portfolio collaboratively between the CB and BPPS and establish partnerships with various stakeholders including the UN System, IFIs, civil society, and the private sector. The Hub's functions involve providing leadership, advising on strategic positioning, managing global programs, developing GRP solutions, and leading crisis response and recovery support. They also focus on knowledge

management and learning, establishing thematic and operational partnerships, and mobilizing resources. Thematic areas include peacebuilding, rule of law, local action, governance, human rights, and democratic institutions. Cross-cutting issues address digital transformation, data for SDG16+, and gender inclusion. The initiative aims to ensure that gender dimensions are systematically and measurably addressed in UNDP's GRP work.

Through Local Action, the GRP Hub seeks to contribute to peace and development, achieving a visible impact on communities and improving lives by delivering integrated solutions that harness global expertise and partnerships. The EU-UNDP Partnership on Insider Mediation strengthens national and local capacities for dialogue and conflict prevention while enhancing collaboration between EU delegations and the UN at the country level. Through this partnership, UNDP supports insider mediators worldwide, ensuring local voices play a key role in addressing and preventing conflict before it escalates. The partnership focuses on building inclusive, peaceful societies better equipped to prevent and manage crises.

This phase supports insider mediators in seven UNDP Country Offices—Mali, The Gambia, Moldova, Guatemala, Peru, Yemen, and Papua New Guinea—tackling key issues from women's empowerment in Mali's land commissions to indigenous participation in Guatemala and water-related tensions in Yemen. A major focus is on strengthening women and young mediators through dedicated research, knowledge-sharing, a global Community of Practice, and an online peer-learning platform. The second phase of the partnership (2026–2029) is expected to build on initial efforts and expand into emerging areas such as digital peacebuilding, climate-related mediation, and strengthened support for insider mediators' mental health and wellbeing—while further leveraging their unique role in early warning and preventive action at the community level.

Under the overall guidance from the Local Action Team Leader in the Governance, Rule of Law and Peacebuilding Hub, the JPO will have direct report to the IM Programme Specialist. The JPO will contribute to policy and programming work of the Local Action Team. Together with the IM Programme Specialist, the JPO will support project management and coordination of the EU-UNDP IM partnership, advocacy, knowledge management, and communications across a range of activities.

III. Position Purpose

Under the overall direction of the Local Action Team Leader and direct supervision by the IM Programme Specialist, the Local Action Analyst will conduct policy research and development, support policy and programme delivery, contribute to policy positioning, partnerships and resource mobilisation, and manage knowledge management. The JPO will support the IM Programme Specialist in management of the IM project on a day-to-day basis and support ensuring that the project produces the results (outputs) specified in the project document to the required standard of quality and within the specified constraints of time and cost.

UNDP adopts a portfolio approach to accommodate changing business needs and leverage linkages across interventions to achieve its strategic goals. Therefore, UNDP personnel are expected to work across units, functions, teams, and projects in multidisciplinary teams in order to enhance and enable horizontal collaboration.

IV. Key Duties and Accountabilities

1. Support Policy Research and Development:

- Support the development of policy guidance on local action and insider mediation, with increased emphasis on emerging and cross-cutting issues.
- Conduct and contribute to research on the role of insider mediators in addressing complex challenges such as climate-related tensions, digital peacebuilding, disinformation, and early warning and prevention.
- Analyse data, case studies, and field evidence to extract lessons and inform strategic and policy development at global, regional, and national levels.
- Contribute to the adaptation and integration of insider mediation approaches across thematic areas within the Governance, Peacebuilding and Rule of Law (GRP) Hub and wider UNDP efforts.

Facilitate policy dialogues to promote the relevance of locally rooted approaches and insider mediation in addressing emerging and systemic risks.

2. Provide Policy Advice/ Programme and Project Delivery Support:

- Support the integration of local action and insider mediation into UNDP programming and provide tailored technical advice to country offices.
- Contribute to the design and delivery of initiatives that leverage insider mediators to address both longstanding and emerging conflict drivers.
- Assist with the day-to-day management of project implementation, including work planning, tracking of results, and donor reporting.
- Support the application and refinement of UNDP's tools, guidance, and methodologies on local action and insider mediation across diverse contexts.
- Coordinate procurement, recruitment, and operational tasks in support of project activities, in close collaboration with operations colleagues.

3. Contribute to Policy Positioning, Partnerships and Resource Mobilization:

- Support strategic engagement in relevant global and regional platforms, including donor forums, interagency coordination mechanisms, and peacebuilding networks.
- Contribute to the development of partnerships with research institutions, civil society, and innovation partners to explore emerging applications of insider mediation (e.g., tech and climate interfaces).
- Provide logistical and substantive support to high-level events and consultations with partners and donors.
- Draft briefing materials, talking points, and communications content to highlight project achievements and promote future directions.
- Contribute to visibility and resource mobilization efforts, including through donor mapping and proposal development.

4. Facilitate Knowledge Management:

- Lead or contribute to research and knowledge production on both core and emerging themes related to insider mediation.

- Help capture learning from country-level practice and facilitate peer-to-peer exchange, including through the global Community of Practice and online learning platforms.
- Assist in the implementation of a learning agenda for country offices and partners to deepen capacities in local conflict prevention, including on new and underexplored areas.
- Support the development and dissemination of practical guidance, advocacy materials, and multimedia content to share key findings and promote uptake.

The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization.

V. Recruitment Qualifications

Education:

Master's Degree in Public Administration, Economics, Political Sciences, Social Sciences, or related field is required from a recognized university.

Experience, Knowledge and Skills:

- Minimum of 2 years of relevant experience at the national or international level in peacebuilding, insider mediation, local governance, or related fields.
- Experience working on cross-cutting or emerging issues such as climate-related conflict, digital peacebuilding, or early warning is an asset.
- Demonstrated ability to engage and mobilize a diverse range of partners across public institutions, civil society, academia, and the private sector is required.
- Experience in supporting research, policy development, learning and/or advocacy related to local peacebuilding and conflict prevention approaches is required.
- Prior experience with the UN system or other international development organizations is an advantage.
- Proficiency in the use of office software packages (MS Word, Excel, etc.) and web-based management systems.
- Fluency in English (written and spoken) is required; working knowledge of another UN language is considered a strong asset.

Expected Demonstration of Competencies - Competency Levels:

Achieve Results:

LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality by deadline.

Think Innovatively:

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

Learn Continuously

LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback.

Adapt with Agility

LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible.

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

Thematic Area: 2030 Agenda: Peace; Name: Conflict Prevention, Peacebuilding and Responsive Institutions; **Definition:** National and sub-national capacities for planning, financing, coordination and crisis management

Thematic Area: Business Direction & Strategy; Name: Negotiation and Influence; **Definition:** Reach a common understanding/agreement, persuade others, resolve points of difference through a dialogue, negotiate mutually acceptable solutions and create 'win-win' situations.

Thematic Area: Business Management; Name: Project Management; **Definition:** Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.

Thematic Area: Business Management; Name: Monitoring and Evaluation; **Definition:** Ability to systematically monitor results of strategies, programmes, and activities with a view to make sure that they are being implemented effectively; Ability to provide managers and key stakeholders with regular feedback and reporting on the consistency or discrepancy between planned activities and programme management and results. Ability to make independent judgment of the management and results of strategies, programmes and activities based on set criteria and benchmark, keeping in mind the needs and concerns of client, current and upcoming.

Knowledge and understanding of monitoring and evaluation frameworks, concepts, methodologies, systems, processes, and tools. Ability to make an independent judgement based on set criteria and benchmarks. Ability to anticipate client's upcoming needs and concerns.

Thematic Area: Business Development; Name: Knowledge facilitation; **Definition:** Ability to animate individuals and groups, internally and externally, and to design and facilitate activities, to share and exchange knowledge, information and ideas. Knowledge of tools and approaches to stimulate active participation, contribution, and exchange.

Thematic Area: Partnership Management; Name: Strategic Engagement; **Definition:** Ability to capture and sustain attention, interest and agreement of high-level, influential policy and decision makers and secure their buy-in of high-level vision and objectives.

Thematic Area: 2030 Agenda: People; Name: Gender; **Definition:** Gender Mainstreaming.

VI Keywords

- Local governance expertise;
- Conflict Prevention and Peacebuilding;
- Localization and Locally led Development;
- Project planning and execution;
- Stakeholder engagement

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2026-2-40 auf dem Bewerbungsbogen.