



UNITED NATIONS DEVELOPMENT PROGRAMME

Junior Professional Officer Programme (JPO) Chiffre Nr. 2026-2-41

I. Position Information

Title: JPO Programme Analyst (Economic Recovery and Private Sector Development)

Agency: United Nations Development Programme (UNDP)

Department: Socio-Economic Recovery, Inclusive Growth, and Finance

Country and Duty Station: Syria, Damascus

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. 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:

To strengthen UNDP Syria Country Office's capacity to drive economic recovery and private sector development in support of Syria's transition and resilience objectives. As the Country Office advances its work on socio-economic development and inclusive financial systems, Programme Analyst will support the design and implementation of integrated macro- and localized interventions targeting market revitalization, MSME recovery, value chain development, access to finance, livelihood creation, social cohesion, and overall economic resilience. The Programme Analyst will focus on advancing context-specific and innovative solutions for private sector growth and economic recovery, ensuring they are tailored to Syria's evolving context and supportive of national priorities in collaboration with diverse stakeholders.

Reporting structure and partners:

The Programme Analyst will work under the direct supervision of Socio-economic recovery, inclusive growth, and Finance Team Leader (Programme Specialist). S/he will work closely with the team members in developing strategies, programmatic frameworks, and providing advisory support. The Programme Analyst will also work closely with UNDP's project and area-based management teams to provide direct programmatic support in the area of economic recovery and private sector development. The Programme Analyst will also work closely with the Partnerships Unit to advance building and strengthening partnerships with Member States, Donors, Development Organizations and IFIs.

III. Supervision

Title of Supervisor: Programme Specialist/Team leader, Socio-economic Recovery, Inclusive Growth, and Finance)

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

1. Support analysis, knowledge generation, and dissemination on economic recovery and private sector development

- Conduct research and analysis on private sector landscape and dynamics, business environment, financial sector, and examining and diagnoses of key productive sectors, markets, MSMEs, and core value chains and their implications for resilience and recovery in Syria.
- Produce and package knowledge products such as policy briefs, background notes, and lessons learned to inform programming, advocacy, and resource mobilization.
- Support policy dialogue by drafting presentations, technical notes, and strategy inputs on renewable energy and energy efficiency.
- Facilitate knowledge dissemination and uptake among UNDP teams, government counterparts, and partners to strengthen evidence-based policy and programme design.

2. Provide programmatic support and quality assurance on economic recovery and private sector development programming

- Provide technical inputs to identify opportunities to leverage private sector engagement to promote recovery and improve livelihoods.
- Contribute to the design and quality assurance of strategies, programmes, and projects on economic recovery and private sector development, ensuring alignment with UNDP frameworks and national priorities.
- Draft and review concept notes and proposals with clear theory of change, results frameworks, and measurable outcomes.
- Provide technical guidance and oversight during project implementation, ensuring quality standards, cross-cutting integration (resilience, gender equality, social cohesion), and effective delivery.
- Support coordination with government counterparts, UN agencies, and partners to maximize synergies and coherence across interventions.

3. Support partnerships and resource mobilization in the subject thematic areas in close collaboration with the Partnerships unit.

- Track donor priorities and opportunities relevant to the thematic areas and prepare briefs, updates, and talking points for senior engagement.
- Contribute to high-quality proposals and concept notes, ensuring technical soundness, alignment with donor priorities, and strategic objectives.
- Cultivate and maintain relationships with donors, IFIs, UN agencies, private sector, and foundations to expand partnership opportunities in the thematic areas.
- Provide thematic inputs to donor reports and develop visibility materials that highlight programme results and impact.
- Coordinate closely with the Partnerships Unit to ensure coherent approaches, consistent messaging, and alignment with the CO's resource mobilization strategy.

V. Competencies and Selection Criteria

Core Behavioural Competencies

- Achieve Results
- Think Innovatively
- Lean Continuously
- Adapt with Agility
- Act with Determination
- Engager and Partner
- Enable Diversity and Inclusion

Core Technical and Competencies

- Inclusive Growth:
- Recovery Solutions and Human Mobility
- Recovery Solutions and Human Mobility
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Description of Competency Required

- Local economic development
- Job and livelihoods
- Economic Recovery
- Enterprise /Private Sector Recovery
- Economic Transition in post-crisis settings
- Youth employment
- Women's Economic empowerment

VI. Recruitment Qualifications

Education:

Master's Degree in economics, business management, international development or a related field of expertise.

Experience:

1. A minimum of two years of paid working experience in economic recovery, inclusive growth and finance, and/or private sector development.
2. Strong skills in data collection, analysis, research, and report drafting.
3. Prior experience working in a crisis country highly desirable.
4. Prior experience working in the Arab region highly desirable.

Language Requirements:

- Excellent proficiency in written and spoken English.
Knowledge of spoken and written Arabic is a significant advantage.

Other desirable education, languages and work experience:

- Experience in the use of computers and office software packages, experience in handling of web-based management systems.

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), as per the online DTTA guide.
- Other training and learning opportunities, as presented in the UNDP JPO Orientation Programme.

VIII. Background Information

Information on the receiving office:

UNDP Syria strives to bring early recovery and livelihoods assistance to vulnerable Syrians as part of the United Nation's response to Syria's complex and protracted humanitarian crisis. In so doing, UNDP seeks to strengthen the resilience of communities, including by promoting social cohesion and community capacity to adapt to and mitigate the effects of climate change. Early recovery and livelihoods assistance aims to minimize a further deterioration in the country's human development and of its prospects for achieving the SDGs. The Country Office currently counts with 165 national staff and 12 international staff. It has three programmatic portfolios: economic development and livelihoods; essential service rehabilitation; and social cohesion and local governance. The Country Office delivers assistance across all of Syria's 14 Governorates, with an extensive network of field offices. The Country Office is seeking to scale up its programming on inclusive growth and finance, as foreseen in its 2022-2025 Country Programme Document.

Living conditions at the Duty Station: Damascus is a non-family hardship duty station (Class E). The JPO would, like other international staff members of the UN System in Damascus, be accommodated in the Four Seasons Hotel in Damascus, Syria.

Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2025-2-41 auf dem Bewerbungsbogen.