I. Position Information

<table>
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<tr>
<th>Title:</th>
<th>Junior Professional Officer (JPO), Policy Analyst</th>
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| Main sector of assignment: | Sustainable human development and SDGs  
Effective Development Cooperation and Knowledge Exchange |
| Agency: | United Nations Development Programme (UNDP) |
| Department: | Seoul Policy Centre |
| Country and Duty Station: | Republic of Korea, Seoul |
| Duty Station Status: | Family Duty Station |
| Duration and Type of Assignment: | 2 years with possibility of extension for another year  
Please note that 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 internships are counted if they are remunerated.

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:
The purpose of this job is expected to be two-fold: First, UNDP Seoul Policy Center (USPC) has a tradition of working on basic development cooperation (DC) issues. It includes convening, research and policy advocacy on effective development cooperation issues – working with various stakeholders from North and South. The job will imply research and advocacy support in this area (e.g. measurement of effective development cooperation). Besides USPC works on sharing ROK rich development experience with the countries worldwide. The 2020-2022 programme includes the launch of the ‘SDG Partnerships’ as a flagship
initiative for knowledge exchange. The job will imply support the ‘SDG Partnerships’ teams in project implementation, while also ensuring coherence with USPC work on development cooperation.

Background on the SDG Partnerships: Flagship programme: USPC’s main feature is a focus on how knowledge exchange might work best. Through the SDG Partnerships, USPC acts as a facilitator of global knowledge exchange on innovative and tested-and-proven policy solutions in strategic areas of expertise. SDG Partnerships support partner countries in governance reforms through systematic utilization and application of Korea’s tested-and-proven policies. USPC’s global knowledge exchange work as a vehicle for the ROK-UNDP collaboration on “creating new solutions, building collaboration platforms, and sparking new partnerships and instruments for development,” as UNDP Administrator Achim Steiner envisioned for the Next Generation UNDP.

Two principles are highly important for USPC’s knowledge-exchange approach: USPC is looking for concrete results of knowledge exchange. It is planned to give the results indicators of its ‘SDG Partnerships’ a high relevance. Together with like-minded international partners, the centre will work on high-quality results indicators for ‘SDG Partnerships’.

The Sustainability of ‘SDG Partnerships’ is a second outstanding principle. The incentive system of ‘SDG Partnerships’ will pay attention to the lasting development impact of USPC’s activities for partners.

Since 2015, USPC implemented 27 projects with 21 countries under the SDG Partnerships. In 2019, USPC implemented a total of 20 DSP projects in 18 countries.

Table. SDG Partnership Countries

<table>
<thead>
<tr>
<th>Areas</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anti-corruption</td>
<td>Myanmar, Kosovo, Malaysia,</td>
<td>Myanmar, Kosovo, Malaysia,</td>
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<tr>
<td></td>
<td>Uzbekistan</td>
<td>Uzbekistan</td>
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<tr>
<td>Clean Construction</td>
<td>Tunisia, Philippines,</td>
<td>Tunisia, Philippines</td>
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<tr>
<td></td>
<td>Ukraine, Thailand</td>
<td></td>
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<tr>
<td>Gender-based Violence</td>
<td>Albania, Indonesia,</td>
<td>Senegal, Kazakhstan,</td>
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<td></td>
<td>Senegal, Kazakhstan,</td>
<td>Kyrgyzstan, Zimbabwe,</td>
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<td></td>
<td>Zimbabwe</td>
<td>DRC, Lebanon, Iraq</td>
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<tr>
<td>Sustainable Forestry</td>
<td>Ghana, Timor Leste, Myanmar</td>
<td>Ghana, Myanmar +1</td>
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<tr>
<td>Environment</td>
<td>Mongolia, Indonesia</td>
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III. Supervision

Reporting structure and partners: The Policy Analyst will directly report to the Director and/or Policy Specialist of the UNDP Seoul Policy Centre and closely work with the ‘SDG Partnership’ team leaders. The Policy Analyst will liaise with the USPC partners, including MOFA, KOICA, OECD/UNDP Joint Support Team (Global Partnership for Effective Development Cooperation / GPEDC), various think tanks and civil society organizations, UNDP country offices, regional centres and development partners.
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)

III. Duties and Responsibilities and Output expectations

1) Policy Support

- Support production of policy analysis, research and production of knowledge products, policy briefs and reports in the USPC focus areas and priorities for policy advocacy;
- Support the conceptual and reference work on knowledge exchange, connecting it to the work of the USPC on the SDG Partnerships;
- Promote policy dialogue with the Government of Korea, governments of other countries and non-governmental organizations on relevant issues related to USPC mandate;
- Propose and support new ideas for research and development of knowledge products;
- Serve as a focal point of the USPC on the issues of Humanitarian-Development-Peace nexus as it related to all areas of its work.
- Advice policy and facilitation of knowledge building on gender issues.

2) Programme Support

- Provide support to ongoing ‘SDG partnerships’ (in collaboration with relevant teams) in partner countries in coordination with UNDP country offices, regional bureaux and national counterparts, ensuring concrete outputs and sustainability of the initiatives;
- Prepare speeches, presentations, meeting briefs, notes to file, and any other documents for the Director and USPC team;
- Organize events related to USPC programme;
- Provide support to work areas of USPC’s senior team

3) Research and Analytical Support

- Design and author analytical papers and communications materials on the implications of the Centre’s SDG Partnerships work;
- Lead thematic research on Humanitarian Development Peace Nexus and its implications for the development partners;
UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

- Provide briefings to USPC management;
- Support organization of relevant USPC initiatives on SDGs, particularly in the relevant areas of SDG Partnerships.

4) Partnerships:
- Support USPC team to engage with national, sub-national, regional and global, government, business sector and civil society partners on sustainable development, SDGs issues and other focus areas;
- Outreach within GPN, UN agencies in Korea and abroad and other international organizations on issues related to USPC policy and programmatic priorities;
- Contribute to the resource mobilization for projects and programmes related to the SDGs.

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<tr>
<th>IV. Competencies and Selection Criteria</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><strong>Innovation</strong></td>
<td>Ability to make new and useful ideas work</td>
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<tr>
<td>Level 4: Adept with complex concepts and challenges convention purposefully</td>
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<tr>
<td><strong>Leadership</strong></td>
<td>Ability to persuade others to follow</td>
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<tr>
<td>Level 4: Generates commitment, excitement and excellence in others</td>
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<tr>
<td><strong>People Management</strong></td>
<td>Ability to improve performance and satisfaction</td>
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<tr>
<td>Level 4: Models independent thinking and action</td>
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<tr>
<td><strong>Communication</strong></td>
<td>Ability to listen, adapt, persuade and transform</td>
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<tr>
<td>Level 4: Synthesizes information to communicate independent analysis</td>
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<tr>
<td><strong>Delivery</strong></td>
<td>Ability to get things done while exercising good judgement</td>
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<td>Level 4: Meets goals and quality criteria for delivery of products or services</td>
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<tr>
<td><strong>Technical/Functional</strong></td>
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<tr>
<td><strong>Sustainable Development Goals: Knowledge of the Sustainable Development Goals and the ability to apply to strategic and/or practical situations.</strong></td>
<td>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><strong>Substantive Networking: Ability to substantively engage and foster networks with academia, research institutions, and think tanks.</strong></td>
<td>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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<td><strong>Policy Advocacy: Ability to demonstrate political-cultural acumen in proposing technically sound, fact-based approaches/solutions</strong></td>
<td>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><strong>Knowledge Management: Ability to capture, develop, share and effectively use information and knowledge.</strong></td>
<td>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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Collaboration & Partnerships: Ability to support partnership-building within and beyond the organization.  
Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Management & Coordination: Ability to support monitoring and evaluation and coordinate, manage events and campaigns, etc.  
Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

V. Recruitment Qualifications

Education:  
• Master’s Degree in political science, international relations, development, public policy or related disciplines

Experience:  
• 2 years of professional work experience providing policy advice and programme support in the development area;  
• Experience in research and knowledge exchange is a strong asset

Language Requirements:  
• Fluency in English, both written and oral.

Other desirable education, languages and work experience:  
• Strong development work experience in government or NGO is an asset  
• Experience in conflict or crisis contexts is an asset; Field experience is an asset  
• Working knowledge of French or Arabic is an asset

VI. 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: collaboration with the UN Staff College, collaboration with learning institutions in the Republic of Korea and abroad.

VII. Background Information

Information on the receiving office:

For background information please see: [https://www.undp.org/content/seoul_policy_center/en/home/about-us.html](https://www.undp.org/content/seoul_policy_center/en/home/about-us.html)  
Small international professional team includes 4 international and 4 national stuff members, as well as many consultants and interns, both national and international. Diverse portfolio and small team at times forces all team members to work closely together and to multi-task.
Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).
Bewerbungsformalitäten unter www.bfio.de,
Stichwort: Junior Professional Officer (JPO)