I. Position Information

<table>
<thead>
<tr>
<th>Title:</th>
<th>Junior Professional Officer (JPO), Digital Analyst</th>
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<tbody>
<tr>
<td>Main sector of assignment:</td>
<td>Digital for Development and Innovation</td>
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<td>Digital transformation, technology for good, social innovation</td>
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<td>Agency:</td>
<td>United Nations Development Programme (UNDP)</td>
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<td>Department:</td>
<td>Executive Office</td>
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<tr>
<td>Country and Duty Station:</td>
<td>New York, USA</td>
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<td>Duty Station Status:</td>
<td>Family Duty Station</td>
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<tr>
<td>Duration and Type of Assignment:</td>
<td>2 years with possibility of extension for another year</td>
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<td>Please note that the extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.</td>
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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

Within a rapidly changing environment, UNDP’s Strategic Plan 2018-2021 sets an ambitious course to catalyze and facilitate positive change for countries in their efforts to achieve the SDGs. UNDP has embarked upon a series of transformational efforts across its policy and programme, operational, and external relations areas under the auspices of a “#nextgen UNDP” effort. The organization is aiming to digitally transform itself in order to catalyze action for the achievement of the Strategic Plan.

UNDP’s recently launched Digital Strategy 2019-2021 guides its digital efforts and builds off UNDP’s extensive range of digital initiatives spanning the country, regional, and global levels. UNDP’s digital transformation, led by the newly-appointed Chief Digital Officer (CDO), focuses on developing the organization’s capability to leverage existing, emerging and future digital technologies and the opportunities they offer to profoundly improve the way UNDP creates and delivers value and benefits for those we serve.

To support activities to achieve digital transformation, a JPO would be required to join the CDO’s team to support on the following:

- Support the implementation of the UNDP Digital Strategy;
UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

- Coordination of initiatives in alignment with UNDP’s digital transformation at central, regional and country level;
- Research on key trends and happenings relevant to the digital transformation for development sector and support internal capacity building;
- Provide support to communication, partnerships and resource mobilization.

III. Supervision

Title of Supervisor: Chief Digital Officer

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

III. Duties and Responsibilities and Output expectations

1) **Provide support to the implementation of the UNDP Digital Strategy (25%)**
   - Facilitate internal network building and knowledge sharing especially with the Accelerator Labs network existing in the Country Office architecture globally
   - Organize training events, site visits, project consultation meetings, etc. related to Digital Strategy promotion and implementation
   - Development of strategic linkages between BMZ digital development portfolio und UNDP’s Digital Strategy

2) **Coordination of initiatives in alignment with UNDP’s digital transformation at central, regional and country level (25%)**
   - Liaise with country offices and regional bureaux to identify scalable digital solutions and digital champions globally
   - Support the design of the digital innovation process and change management, building on country-level experience
   - Support planning and designing for scaling up the digital projects
UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

- Ensuring of information-exchange and development of strategic cooperation between UNDP Accelerator Labs und BMZ digital development projects

3) Research on key trends and happenings relevant to the digital transformation for development sector and support internal capacity building (20%)
   - Monitor market-leading trends grounded in innovation and digital technology and research on success cases relevant to digital transformation globally, to keep the UNDP staff informed of the latest development;
   - Provide sound contributions to related knowledge networks for digital transformation, mainstreaming into sustainable development and develop innovative methods for knowledge sharing

4) Provide support to communication, partnerships and resource mobilization (30%)
   - Provide substantive and branding support to the organization’s positioning on digital, including support to key country, regional and global advocacy events;
   - Support digital-related partnership and resource mobilization by networking, advocating and following up with key stakeholders (including government, development financing institutions, CSOs, Think-Tanks, Private Sector, Academia, etc.);
   - Provide substantive inputs to communication of project activities, results etc. through media engagement, website stories, social media and events including in German;
   - Liaise with internal and external stakeholders, organize and manage consultative meetings and workshops, and provide both operational and advocacy support to high level meetings on digital related issues;
   - Facilitate the strengthening and institutionalization of the Community of Practice, while ensuring coordination of cross-country exchanges, supporting communication and knowledge sharing outreach to development partners

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<tr>
<th>IV. Competencies and Selection Criteria</th>
<th>Description of Competency at Level Required</th>
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<tr>
<td><strong>Core</strong></td>
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<tr>
<td><strong>Innovation</strong></td>
<td>Level 4: Adept with complex concepts and challenges convention purposefully</td>
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<tr>
<td>Ability to make new and useful ideas work</td>
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<tr>
<td><strong>Leadership</strong></td>
<td>Level 4: Generates commitment, excitement and excellence in others</td>
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<tr>
<td>Ability to persuade others to follow</td>
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<tr>
<td><strong>People Management</strong></td>
<td>Level 4: Models independent thinking and action</td>
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<tr>
<td>Ability to improve performance and satisfaction</td>
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<tr>
<td><strong>Communication</strong></td>
<td>Level 4: Synthesizes information to communicate independent analysis</td>
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<tr>
<td>Ability to listen, adapt, persuade and transform</td>
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<tr>
<td><strong>Delivery</strong></td>
<td>Level 4: Meets goals and quality criteria for delivery of products or services</td>
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<td>Ability to get things done while exercising good judgement</td>
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<td><strong>Technical/Functional</strong></td>
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<td><strong>Primary</strong></td>
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UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION

Digital Transformation
Knowledge of digital transformation, and the demonstrated ability to apply in strategic and/or practical situations.

Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Project Management
Knowledge of PM principles and policies and the ability to apply in strategic and/or practical situations.

Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Secondary

Knowledge Management
Ability to proactively seek and efficiently handle and share information and knowledge

Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

Strategic Communications
Ability to support effective communications to internal and external audience

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 a related field of expertise, such as science & technology, computer engineering, business management, digital marketing, etc.

Experience:
- A minimum of two years professional experience (ideally in one of the related fields mentioned above)
- Demonstrated understanding of digital issues. Specific knowledge in area of digital transformation, technology applications, or social innovation is an asset;
- Work experience in developing countries is an asset;
- Understanding of United Nations and UNDP, including Germany’s engagement with UN/ UNDP;

Language Requirements:
- Written and oral fluency in English

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 training and learning modalities/opportunities in the receiving office.

VII. Background Information

Information on the receiving office:
Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).
Bewerbungsformalitäten unter www.bfio.de, Stichwort: Junior Professional Officer (JPO)