



UNITED NATIONS DEVELOPMENT PROGRAMME
Junior Professional Officer (JPO) JOB DESCRIPTION
Chiffre Nr. 2022-1-29

I. Position Information

Title: Junior Professional Officer (JPO), Communications Analyst

Main sector of assignment: Business and administrative management

Detailed sector of assignment: Communications and Human Resources

Agency: UNDP

Department: Office of Human Resources (OHR)

Country and Duty Station: New York, United States of America

Duty Station Status: Family Duty Station (staff member and eligible family members)

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:

The purpose of the role is to support and coordinate effective and engaging communications around People for 2030, UNDP's People Strategy. People for 2030 is a transformative programme of change which aims to dramatically improve the capacity and culture to deliver better development results in UNDP. The Strategy states that all UNDP personnel have a shared responsibility for delivering the Strategy. An



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engagement and communications plan is the only way that this shared accountability can be stimulated and monitored and thus is central to the delivery of the People Strategy.

Reporting structure and partners

The incumbent will report to the Director of the UNDP Office of Human Resources, with daily supervision from the OHR People Strategy Implementation Coordinator.

III. Supervision

Title of Supervisor: Director, Office of Human Resources

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

Coordinate the delivery of the engagement plan for People for 2030:

- The Communications Analyst will be required to support and coordinate the delivery of the engagement plan for People for 2030.
- In particular, the Communications Analyst will be required to perform, but not limited to, the following related tasks:
 - Develop and manage the Intranet, Yammer Pages and Bulletin/ blog design and content,
 - Coordination of various community groups on MS Teams and other digital workspaces,
 - Provide support to OHR Personnel in the development of official emails and notices,
 - Coordinate other tasks such as podcasts, video media and data visualizations,
 - Ensure that the OHR / HR portal on the Intranet is up to date.

Innovate new approaches to communications

- Using the engagement plan as a basis, propose innovative new ways to encourage engagement and strengthen internal communication on OHR and People for 2030's related activities,
- Redesign workflows and methodologies regarding communications and engagement materials



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within OHR,

- Provide up to date best practice and ensure continuous learning of the current trends in communications and engagement,
- Liaise with the Talent Acquisition and People Programmes' Unit to ensure synergies between internal communication and the UNDP Employer Value Proposition (EVP) Activation Plan.

Support OHR with other communication needs

- Support OHR Directorate in managing messages from the OHR Director account,
 - Manage the internal OHR MS Teams engagement, Yammer Page and Intranet,
 - Collaborate with TAPP, other UNDP communication units and individuals to support the work of OHR
- Build and sustain a network of communication practitioners from other UN Agencies and outside the UN System

V. Competencies and Selection Criteria	Description of Competency at Level Required
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	
Social Media Communication, Digital Skills	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Partnerships and Programme Management in an HR context	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

VI. Recruitment Qualifications

Education:	Master's Degree in a related field of expertise
Experience:	1. A minimum of two years of paid working experience in Communications 2. A minimum of two years experience using digital tools for communication and engagement



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	<ol style="list-style-type: none">3. A minimum of two years experience in an organization similar in size and complexity to UNDP4. A minimum of two years experience in Human Resources is desirable but not essential
Language Requirements:	<ul style="list-style-type: none">• Working knowledge of English• Working Knowledge of Spanish and French is an advantage

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

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2022-1-29 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de