



UNITED NATIONS DEVELOPMENT PROGRAMME Junior Professional Officer (JPO) JOB DESCRIPTION

Please use this format to request a JPO for your office. The Job Description should be specific and comprehensive and UN/UNDP abbreviations should be spelled out in full.

I. Position Information

<p>JPO functional title: Communications Analyst</p> <p>Main sector of assignment: Sustainable human development and SDGs</p> <p>Detailed sector of assignment: Communications</p> <p>Agency: UNDP</p> <p>Department: BERA, NRO</p> <p>Reports to: NRO Directorate</p> <p>Position Status: Non-rotational</p> <p>Job Family:</p>	<p>Grade Level: (P2)</p> <p>Country and Duty Station: Copenhagen, Denmark</p> <p>Duty Station status: Non-Family (staff member only)</p> <p>Duration and Type of Assignment: One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement</p>
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II. Job Purpose and Organizational Context

This JPO position is for a young professional with disabilities. It is implemented within the framework of the UNDP – UNV Talent Programme for Young Professionals with Disabilities, which seeks to: 1) enhance the employability and career prospects of young professionals with disabilities through work experience with UNDP offices; and 2) build a talent pipeline of highly qualified professionals with disabilities who can contribute to the attainment of the Sustainable Development Goals (SDGs) at national and global levels.

The JPO will receive a UNDP Letter of Appointment under the UN Staff Rules and Regulations. The JPO will be entitled to a full compensation package, including among others salary based on the UN salary scale for the professional category, post-adjustment for Copenhagen/Stockholm, travel to/from the duty station, installation cost comprising of relocation shipment/settling in grant, and an annual learning allowance. Furthermore, the staff member will be enrolled in medical insurance scheme and in the UN Joint Staff Pension fund. The JPO will be offered the option to enroll her/himself and eligible family members in the UN Insurance coverage plan. As an international staff member, the JPO will also be eligible to apply for rental subsidy, spouse and child allowance, child education grant as applicable.

Reasonable accommodation¹ arrangements in the workplace will be covered by UNDP. Applicants are requested to include in the application any needs for reasonable arrangements to facilitate their interview and assessment during the recruitment and selection process.

Job Purpose:

The Bureau of External Relations and Advocacy (BERA) is responsible for positioning UNDP as the world’s leading global development network, promoting its global authority and thought leadership on sustainable development and the interconnected issues of poverty, inequality, and climate change. BERA leads and supports UNDP in building and nurturing strategic relationships and alliances essential to achieving its mission. Creating strong political and financial backing for UNDP by providing partners and supporters with a clear understanding of what UNDP does and how our mission, capabilities and flagship services relate to them. The Bureau leads UNDP’s work on innovative and diversified partnerships and ways of financing the Decade of Action to

¹“Reasonable accommodation” means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms (Convention on the Rights of Persons with Disabilities, Article 2)



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achieve the Sustainable Development Goals. It is also responsible for global campaigns on critical development issues, which aim to inform government policies and build partnerships around high-impact solutions. BERA coordinates and sets corporate standards across the functions of partnerships, marketing and communications within UNDP and leads on internal communications.

The Bureau of External Relations and Advocacy is positioned around three service lines; Public Partnership; Advocacy, Marketing and Communications; and Private and Finance Partners, all working in close collaboration and coordination under the guidance of the Directorate and with the support of the Management Support Unit and Strategic Analysis and Engagement team.

BERA has a robust network of Representation Offices (Brussels, Copenhagen, Geneva, Tokyo and Washington D.C) and Regional Teams in five hubs (Africa, Arab States, Asia Pacific, Europe and CIS, and Latin American and the Caribbean) co-led with Regional Bureaux, all of which play a critical role in audience centric communications and management and strengthening of relationships with Public and Private Partners to help build a strong brand for UNDP within the local ecosystem.

The UNDP Nordic Representation office (UNDP NRO) is a decentralized function of the UNDP Bureau of External Relations and Advocacy, which is responsible for partnership and community relations. The main office is located in Copenhagen, with representative offices in Oslo, Stockholm and Helsinki. UNDP NRO is responsible for informing UNDP's mandate, development agenda and UNDPs work on the SDGs. The office contributes to giving the Nordic countries easier access to the UNDP and the UN system as a whole, and acts as a link between the Nordic countries and UNDP headquarters. UNDP NRO work to put key development issues on the agenda in the Nordic countries, by organizing seminars and conferences on relevant development issues.

Reporting structure and partners

Under the guidance and direct supervision of the NRO Directorate, the JPO supports the formulation and implementation of the communications and advocacy strategies tightly linked to the program priorities, helps position the organization as a leader in ways that boost demand for various service lines and increase overall business opportunities. Under guidance, increases the standing and awareness of UNDP with partners, the media and the public. The JPO promotes a client-oriented approach in UNDP. The JPO works in close collaboration with staff in the Nordic Representation Office and in NYHQ, staff of other UN Agencies, Government officials, national and international media, multilateral and bilateral donors and civil society. The JPO may support in the supervision of staff within the Communications Unit.

III. Supervision

Title of Supervisor: NRO Deputy Director

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



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<p>1) Provides support to the planning and design of internal and external strategies for communications and outreach (35%)</p> <ul style="list-style-type: none"> • Preparation and conduct of communications needs assessments (projects and corporate change initiatives, etc) • Support to NRO publication activities, such as drafting articles, content management, norms for publishing, design, maintenance of regular contact with printers and other suppliers to ensure production and publication dissemination • Development of communication materials for marketing and awareness-raising campaigns, including briefing and media materials in coordination with the supervisor.
<p>2) Supports the corporate advocacy and outreach efforts (35%)</p> <ul style="list-style-type: none"> • Promotion and dissemination of corporate advocacy materials for launching flagship initiatives and publications (e.g. UNDP's Human Development Report) • Analysis of requirements and synthesis of proposals for NRO communications and outreach strategy based on corporate strategic priorities and the UNDP External Communications Action Plan • Preparation/review and dissemination of communications material to donors, CSOs, private sector entities, and community awareness, where appropriate, to support country office projects • Monitoring and evaluation of communications and external engagement efforts.
<p>3) Partnerships and Resource Mobilization (15%)</p> <ul style="list-style-type: none"> • Contribute to developing and managing strategic relationships with UN entities, governments, civil society, private sector and other relevant actors in order to position UNDP as an SDG integrator; • Support the drafting of briefings and speeches for senior management; • Support the production of reports to donors, including the result of externally funded projects
<p>4) Knowledge and Information Management (15%)</p> <ul style="list-style-type: none"> • Support the development and management of content for the web-based knowledge platforms managed by the team; • Support the exchange of knowledge and lessons learned through the organization of briefings, webinars, and events as well as social media outreach. • Support keeping an up-to-date library of knowledge related to the thematic area of communications and proactively share documents with team members and respond to their specific requests for communication-specific information.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
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	



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<p>Integrity: Personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.</p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.</p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.</p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Planning and organizing: effective organizational and problem-solving skills and ability to manage work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.</p>	<p>Level 4: apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;</p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>

<p>V. Recruitment Qualifications</p>	
<p>Education:</p>	<ul style="list-style-type: none"> • MA degree in Communications or Journalisms or related field or, • MA degree in international development, social sciences or related disciplines.
<p>Experience:</p>	<ul style="list-style-type: none"> • A minimum of two years of paid working experience in a relevant field • Interest in the UN and adaptability to a multicultural environment • Strong commitment to working for sustainable development and human rights through communications
<p>Language Requirements:</p>	<ul style="list-style-type: none"> • Written fluency in Swedish and English is required. • Knowledge of other Nordic languages would be an advantage.
<p>Other desirable education, languages and work experience:</p>	<ul style="list-style-type: none"> • MS Office applications (Excel, PPT, Word) • Knowledge of and experience with graphic design, including work done in Photoshop, InDesign, etc. is an asset.



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

VII. Background Information

Information on the receiving office:

The office, located in the UN City (Copenhagen, Denmark), is designed and equipped for people with disabilities. Elevators reach all floors and emergency staircases are equipped to evacuate persons with physical disabilities. Toilets and bathrooms are accessible for people with wheelchairs as well as the meeting rooms. Two meeting rooms have also hearing aid and there are lines leading up to the building for visual impaired. Missing is orientation lines inside of the building for visually impaired but this can be arranged. The UN City has furthermore several parking spots for persons with disabilities.

Reasonable accommodation at the workplace will be provided upon request from the selected candidate and based on needs.

Support to reasonable accommodation and personal assistance outside of the work place will not be provided. In general, the selected candidate is expected to find his/her accommodation by him/herself. Some support may, however, be provided to finding accommodation.

Organization chart: Attached and up-to-date.

Living conditions at the Duty Station: Copenhagen is a cosmopolitan duty station that offers diversity in lifestyle and culture. The incumbent will be responsible for arranging his/her own housing and other living essentials. Accessible transportation to commute from/to the office is available, such as metro, bus and taxi. Additionally, some s-train stations are accessible by wheelchair users, the overall accessibility of the system remains quite limited.

Smoking/Non-Smoking environment (as applicable): UNDP is a non-smoking environment

Approved by:

Name of the Head of Office:

Title of the Head of Office:

Date of issuance: