



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: Programme Analyst, Green Commodities Programme</p> <p>Main sector of assignment: Energy and environment</p> <p>Detailed sector of assignment: Sustainable resource management</p> <p>Agency: UNDP</p> <p>Department: Environment, Energy and Climate, Regional Hub, Regional Bureau for Latin America and the Caribbean (RBLAC)</p> <p>Reports to: Global Head, Green Commodities Programme</p> <p>Position Status: Non-Rotational</p> <p>Job Family: Programme Management</p>	<p>Grade Level: (P2)</p> <p>Country and Duty Station: Panama, Panama City</p> <p>Duty Station status: Family (staff member and eligible family members)</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

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:

Under the supervision of the Global Head of the Green Commodities Programme (GCP), the Programme Analyst is expected to provide project implementation support to projects under the GCP including the Good Growth Partnership (GGP).



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Reporting structure and partners

The Programme Analyst will closely work with the Good Growth Partnership Global Project Manager and will report to the Global Head of the Green Commodities Programme on an on-going basis.

The Good Growth Partnership being delivered through a multi-agency consortium including Conservation International, the International Finance Corporation, UN Environment and the World Wildlife Fund, the Programme Analyst will be regularly in contact with these partners.

III. Supervision

Name of Supervisor: Andrew Bovarnick

Title of Supervisor: Green Commodities Programme Global Head

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

In this section list the primary responsibilities of the position. Tip: Focus on what the job entails not how to do the job. (Present the main tasks specific to this assignment and output expectations during the first and second year of assignment. Include percentages for each duty.)

1) Project Implementation & Analysis role (60%):

Deliver support tasks needed to ensure that the assigned GCP projects are implemented according to agreed upon expected results, budgets and timeline. These will include:

- a. Monitor and analyze project implementation with inputs from and in coordination with the M&E team; identify problems and issues to be addressed and proposing corrective actions; identify and track follow-up actions. This will involve:
 - Liaising with global partners and in-country focal points on a periodical basis (weekly, monthly)
 - Participating in field missions as necessary,
 - Discussing key issues and actions to be taken with the relevant supervisor



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- b. Prepare inputs for relevant reports to donors in coordination with M&E team
- c. Undertake research on related initiatives
- d. Prepare and/or provide inputs to various written outputs, e.g. relevant project management related documents and reports, background papers, analysis, sections of reports and studies, issue briefs, presentations, etc.
- e. Provide substantive support to the Knowledge and Learning work of the GCP through supporting the Green Commodity Community - GCP's global Community of Practice – in delivering its work programme and ensuring the production of lessons learned briefs and other GCP knowledge products
- f. Provide substantive support to meetings, conferences including the bi-annual Good Growth Conference, etc., to be organized as part of project implementation, to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- g. Provide support to the Senior Private Sector Advisor in delivering the private sector engagement strategy
- h. Ensure that cross-cutting themes, including gender and resilience, are addressed consistently across the projects, drawing on relevant expertise when necessary
- i. Provide guidance to external consultants delivering specific project tasks, as relevant, etc.
- j. Assist in other project management tasks, as needed
- k. Perform other complementary duties as required, including a variety of tasks necessary to ensure the complete, timely and successful delivery of the assigned GCP projects.

2) New Project Development role (30%):

- a. Provide inputs and support to new project development, including:
 - o Gathering relevant data
 - o Supporting coordination of efforts for project design, including calls and workshops
 - o Drafting and/or reviewing relevant sections of proposals

3) Learning (10%)

- a. Continuous knowledge development through trainings and UNDP Talent Development System

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</p>	
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



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Technical/Functional	
<p>Collaboration and Partnership <i>Ability to develop, maintain, and strengthen partnerships with others inside (Programmes/projects) or outside the organization who can provide information, assistance, and support. Sets overall direction for the formation and management of strategic relationships contributing to the overall positioning of UNDP</i></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>Team Building <i>Ability to work effectively with diverse groups of professionals towards common goals</i></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>Knowledge Management <i>Ability to capture, develop, share and effectively use information and knowledge</i></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>Project Management <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals</i></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>Report Writing <i>Ability to prepare quality reports</i></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>Data Analysis and Visualization <i>Ability to evaluate, transform and model data to derive relevant findings- undertake & provide analysis of data to assess Org performance and or global trends</i></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>Monitoring and Evaluation <i>Knowledge of methodologies, assessment tools, systems and apply practical experience in planning, monitoring, evaluating and reporting and ability to apply to practical situations</i></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>Event, Meeting, and Workshop Facilitation <i>Ability to plan and organize events</i></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>

V. Recruitment Qualifications	
Education:	A post-graduate degree in economics, development, environment science or other relevant fields.
Experience:	<ul style="list-style-type: none"> • A minimum of two years of paid working experience related to developmental issues, preferably in relation with sustainable development and production. • Demonstrated experience in project implementation. • An understanding of, and interest in sustainable production in developing countries; experience of deforestation-free commodities supply-chains would be a strong advantage. • Demonstrated experience of initiative, client-orientation, risk taking, and working in complex and time-pressured contexts.



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	<ul style="list-style-type: none">• Experiences showing strong attention to detail, ability to take initiative and work independently, enthusiasm and flexibility, creativity and proactiveness.• Excellent IT skills including Microsoft Word, Excel and PowerPoint.
Language Requirements:	<ul style="list-style-type: none">• Outstanding English written and oral communication skills.• Fluency in Spanish would be an advantage
Other desirable education, languages and work experience:	Describe any additional qualifications: <ul style="list-style-type: none">• Practical experience in developing technical proposal and mobilizing resources is desirable.

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](#)

In addition, the JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: **Panama City**

VII. Background Information

Information on the receiving office:

Most commodity sectors in developing countries are afflicted by poor production practices that lead to increasing pressure on ecosystems and fail to improve the livelihoods of rural communities. Poor production practices lead to negative environmental impacts such as biodiversity loss, deforestation, carbon emissions, soil erosion, depletion of water resources and contamination from chemicals. In fact, the largest driver of deforestation is the production of agricultural commodities. On the social side, working conditions in commodity production are often not in line with basic labor rights. Despite recent commodity booms, small producers are held in poverty, mostly due to low productivity and product quality.

Despite the progress made through standards and supply-chain initiative, weaknesses in the underlying enabling environment limit change at a larger scale. An effective enabling environment consists of elements such as clear public policies, a well-functioning legal framework, clarity regarding land-use planning, effective enforcement mechanisms, accessible credit structures, and effective farmer extension services. As a result of the absence of these elements, work on commodity sustainability remains less effective than it could be, and costlier and more time-consuming than it should be. Improving the enabling environments will increase the chances of sector-wide change to sustainable production practices.

UNDP established the Green Commodities Programme (GCP) in 2009 in recognition of the importance of global agricultural commodities and how they contribute to economical, social and environmental sustainability and the need to strengthen UNDP's support and leadership in the field. GCP was initiated with seed funding from the UNDP



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and was tasked to evolve into a global programme supporting UNDP's Strategic Plan, building on almost a decade of GEF supported projects mainstreaming ecosystem services into productive landscapes. GCP's global targets, objectives and delivery strategies are based on inclusive and sustainable growth and development – combining governments and markets in agriculture through public private partnerships and democratic dialogue processes. GCP's focus on strengthening the livelihoods of smallholder producers within commodity supply chains and reducing environmental footprints, particularly deforestation, through public private partnerships can be key for UNDP's ambitions to reduce poverty, reduce deforestation and engage the private sector in SDGs.

The Green Commodities Programme (GCP) exists to improve the national economic, social and environmental performance of agricultural commodity sectors. GCP works within agricultural commodity production in countries of UNDP operation where the programme can have significant impact on rural livelihoods, mitigate climate change, and maintain the ecosystem services and resilience of landscapes and seascapes.

The GCP has pioneered the concept of National Commodity Platforms to help governments facilitate shared visions and actions for sustainable commodity production among key stakeholders. GCP operates in over 10 countries globally, where it facilitates and supports multi-stakeholder collaboration for systemic change.

GCP is now coordinating the GEF Integrated Approach Pilot (IAP) program, Taking Deforestation out of Commodity Supply Chains – also called Good Growth Partnership (GGP) -, an integrated “supply chain” approach to tackling the underlying root causes of deforestation from agriculture commodities, specifically beef, oil palm, and soy, which together account for nearly 70% of deforestation globally. The IAP Program will be delivered through a multi-agency consortium including WWF, IFC, UNEP, and CI. The Program will provide support to production, generate responsible demand, support enabling transactions and foster adaptive management and learning through multiple child projects. UNDP GCP is implementing the production project within the IAP which includes global support and activities in three target countries (Paraguay, Liberia and Indonesia), as well as the Adaptive Management & Learning project (in partnership with WWF) focusing on programme level coordination, knowledge management, community of practice development, communication and partnerships.

The GCP team is currently composed of 17 international team members. The management and operational team is comprised by 8 people located in the UNDP Regional Center for Latin America and the Caribbean in Panama. The rest of the team, 9 people, are home-based consultants.

Organization chart: Attach an up-to-date **organization chart** of the office and indicate where the JPO would be assigned.

Living conditions at the Duty Station: Living conditions in Panama are good. There is no immediate threat of violence and the situation in the country is peaceful. At times demonstrations are held related mainly to labor disputes or other local issues, typically non-violent. Politically motivated violence in Panama is not a problem, as neither are recognized domestic terrorist organizations. **Crime:** Panama is relatively safe compared to North and Central Latin American Countries. Although the areas of high crime are concentrated in the bigger cities, these are limited to specific spots. **Traffic safety and road conditions:** Panama's roads, traffic and transportation systems are generally safe. Driving is often hazardous and demanding due to dense traffic, undisciplined driving habits, poorly maintained streets, and a lack of effective signs and traffic signals. Traffic accidents are a potential security issue. On roads where poor lighting and driving conditions prevail, night driving is difficult and should be approached with caution. **Climate:** Panama has a tropical climate. Temperatures are uniformly high –as is the relative humidity- and there is little seasonal variation. Diurnal ranges are low; on a typical dry-season day in the capital city, the early



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morning minimum may be 24°C in the afternoon maximum 30°C. The temperature seldom exceeds 32°C for more than a short time. Temperatures on the Pacific side of the isthmus are somewhat lower than on the Caribbean, and breezes tend to rise after dusk in most parts of the country. Almost all of the rain falls during the rainy season, which is usually from April to December. Although rainy-season thunderstorms are common, the country is outside of the hurricane belt. **Economy:** In recent years, the Panamanian economy has been among the fastest growing and best managed in Latin America. However, like most countries in the region, Panama is feeling the impact of the global financial crisis, which threatens to undermine the social gains made in the past few years. Despite Panama's status as an upper-middle income nation – as measured by per capita GDP – it remains a country of stark contrasts. Perpetuated by dramatic educational disparities, over one-third of Panamá's population lived in poverty in 2008 and 14.4% in extreme poverty.

Smoking/Non-Smoking environment (as applicable): Non-Smoking environment

Approved by:

Name of the Head of Office:

Title of the Head of Office:

Date of issuance: