



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

eI. Position Information

Job Title: Programme Analyst (Inclusive & Diversified Growth and Decent Work)

Position Number: 00120382

Department: Programme Team

Reports to: DRR (P&O)

Direct Reports:

Position Status: Non-Rotational

Job Family: Programme

Grade Level: NOA

Duty Station: Baku, Azerbaijan

Family Duty Station as of Date of Issuance: No

Date of Issuance:

Closing Date:

Duration and Type of Assignment: More than a year; Fixed Term Appointment

II. Job Purpose and Organizational Context

Under the guidance and direct supervision of the Deputy Resident Representative (DRR P&O), the Programme Analyst provides leadership to programme activities within the Inclusive & Diversified Growth and Decent Work portfolio as well as in related Sustainable Development Goals. The Programme Analyst is expected to command substantive expertise in inclusive and diversified economic development, employment issues, represent UNDP in internal and external settings, and to cultivate relationships with donors, other UN agencies and national partners. S/he performs key functions in programme management and implementation, provision of policy advisory services, creation of strategic partnerships and resource mobilization, and knowledge building and management.

The Programme Analyst is part of the Programme team and works closely with its team members. S/he may supervise and lead programme support staff, as well as coordinate activities of the projects' staff. S/he works in close collaboration with the Country Office Programme and Operations teams, office management, and programme staff in other UN agencies, the UNDP Regional Hub in Istanbul and government officials.

The Programme Analyst is also expected to translate UN values into programmatic form while working independently, coping with tight deadlines, and managing multiple initiatives calmly and confidently.

III. Duties and Responsibilities

In this section list the five primary responsibilities of the position. As needed add additional context below the responsibilities. Tip: Focus on what the job entails now how to do the job.

1) Development and implementation of strategies for inclusive and diversified growth, employment and related Sustainable Development Goals

- Prepare substantive inputs to UNAPF, CPD, and other planning documents.
- Analyze country data and trends in area of inclusive and diversified growth, decent work and employment
- Develop strong relationships with national partners in all areas of inclusive and diversified growth and employment.
- In close cooperation with the DRR, oversee CO's engagement with government and partners in SDG-related areas
- Oversee gender-related projects
- In close collaboration with the DRR, generate proposals for new projects and programmes
- Prepare briefing materials for CO senior management and UNDP HQ units, as required.
- Lead internal reporting on activities related to inclusive and diversified growth and employment

2) Design and oversight of projects in the inclusive and diversified growth and decent work portfolio.



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- Design and formulate the CO programme for inclusive and diversified growth and decent work portfolio, incorporating both UNDP global priorities and national priorities and strategies.
- Oversee all stages of implementation of diversified and inclusive growth and decent work projects.
- Oversee all stages of SDG-localization projects
- Perform Atlas functions in line with role assigned in the ICF
- Conduct financial and substantive monitoring and evaluation of projects in the portfolio, identify any operational and financial problems, and develop solutions
- Participate in recruitment and procurement processes in his/her portfolio
- Prepare reports for various audiences and purposes, including for donors and other partners/stakeholders
- Coordinate with other programme portfolios to identify synergies and application of an integrated programmatic approach

3) Support to achievement of relevant UNAPF outcomes

- Represent UNDP in outcome results groups covering inclusive and diversified growth and decent work.
- Contribute/draft inputs to the UNAPF annual work planning and reporting exercises
- Ensure UNDP inclusive and diversified growth and decent work activities contribute to agreed UNAPF outcomes and monitor progress towards achievement of results.
- Contribute to UNAPF outcome evaluations.
- Maintain effective relationships with UN agency peers around achieving shared UNAPF outcome results.
- Maintain strong relationships with national partners involved in inclusive and diversified growth.

4) Forging of partnerships and mobilization of new resources for the programme

- Build substantive partnerships with all relevant counterparts.
- Keep abreast of donor strategies and assess opportunities for resource mobilization.
- Prepare concept papers and project proposals for resource mobilization purposes.
- Identify opportunities for new partnerships and funding sources.

5) Provision of top-quality advisory services to national partners and UNDP/UN units

- Identify data, analysis and trends related to inclusive and sustainable development policies.
- Keep abreast of best practices and lessons learned in inclusive and sustainable growth.
- Share knowledge and expertise with national counterparts and colleagues alike.
- Contribute to UNDP/UN knowledge networks and communities of practice.
- Train operations and project staff on programme issues, as required.
- Pursue learning opportunities.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list all 5 core competencies as well as the most relevant technical/function competencies the role will require along with the appropriate level. Primary competencies are those integral to the position and are the criteria by which a hiring decision would be made. Secondary competencies are necessary but are not critical to the role.	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 2: Execute & Learn (Perform defined tasks)
Leadership <i>Ability to persuade others to follow</i>	Level 2: Execute & Learn (Perform defined tasks)
People Management <i>Ability to improve performance and satisfaction</i>	Level 2: Execute & Learn (Perform defined tasks)



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Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Delivery <i>Ability to get things done</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Technical/Functional	
Primary	
Development Planning <i>Knowledge of development planning processes at the national and local level and the ability to apply to strategic and/or practical situations</i>	Level 2: Execute & Learn (Perform defined tasks)
Social Inclusion <i>Knowledge of inclusive growth, decent employment and social protection concepts, principles and issues and the ability to apply to strategic and/or practical situations</i>	Level 2: Execute & Learn (Perform defined tasks)
Partnerships <i>Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Project Management <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Poverty and Human Development <i>Knowledge of poverty, human development and inclusive and sustainable growth issues and the ability to apply to strategic and/or practical situations</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Secondary	
Resource Mobilization <i>Ability to identify and organize programmes and projects to implement solutions and generate resources (definition is unclear and not well linked to the stated competency)</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Results-based Management <i>Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results</i>	Level 3: Apply & Adapt (Recognized contributor with demonstrated ability)
Knowledge Management <i>Ability to efficiently handle and share information and knowledge</i>	Level 2: Execute & Learn (Perform defined tasks)

V. Recruitment Qualifications	
Education:	Bachelor's Degree or equivalent in political science, policy studies or another relevant field.
Experience:	At least 2 years of relevant experience at the national or international level in providing management and substantive advisory services, hands-on experience in design, monitoring and evaluation of development projects in the fields of Inclusive and Diversified Growth, or other relevant areas . Experience in the usage of computers and office software packages, experience in handling of web based management systems and social knowledge networks.



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Language Requirements:	Fluency in English, Russian and Azeri, both oral and written, is required; Working knowledge of another UN official language is an asset.
Other:	<ul style="list-style-type: none">•