



UNITED NATIONS DEVELOPMENT PROGRAMME – JUNIOR PROFESSIONAL OFFICER (JPO) JOB DESCRIPTION

I. Position Information

Job Title: Junior Professional Officer	Grade Level: P2	Position Number: n/a
Department: Energy, Environment, Climate Change	Bureau: Regional Bureau for Africa	Position designation: With no mobility requirement
Reports to: Programme Analyst Environment and climate change		Duty Station: Praia, Cabo Verde

Career Track:

Career Stream: (Energy, Environment and Climate Change)

Contract Modality: FTA International (JPO)

Contract Duration: 1 year FTA, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement

II. Background and Organizational Context

The UNDP Junior Professional Officer (JPO) Programme:

The UNDP (United Nations Development Programme) 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' exposure to multilateral cooperation and sustainable development while providing a valuable entry point into the UN system.

During their assignment, 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. Additionally, the JPO will undergo a journey of exposure and growth which will build both personal and professional capacity for a career within the multilateral development sector.

As a JPO and young professional in UNDP you should be interested in pursuing a global career with aspiration to work for a field-based organization in support of the development agenda.

The JPO will work as part of a team and be supervised by an experienced UNDP staff member, including:

- Structured guidance and feedback, especially in the beginning of the assignment, with the purpose of gradually increasing of responsibilities
- Establishment of a work plan, with clear key results
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Annual Performance Review (APR) including learning and development objectives

The JPO will benefit from the following learning and development opportunities:

- Participation in a virtual Programme Policy and Operations Induction Course within the first 4 to 6 months of assignment
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the [online DTTA guide](#)
- On-going Masterclasses on relevant and inspiring themes
- Career development support mechanisms and activities
- Networking with fellow JPOs, young professionals and senior UNDP colleagues
- Mentoring programme
- Other training and learning opportunities



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Organizational context:

Cabo Verde offers a unique setup. In 2006, UNDP, UNFPA and UNICEF joined forces and created a Joint Office to harmonize and streamline the activities of the UN system in the country. The Joint Office builds on the mandates of the three agencies and combines their strengths. It implements one Common Country Program with one budget under the direction of a Joint Country Representative who is accredited on behalf of the three agencies. Thus, the Joint Office offers fully integrated support to the Government of Cabo Verde. In the Joint Office, a future would thus get hands-on experience with three important UN agencies and actively support programmatic UN integration which even goes beyond the ambition of the current reform of the UN development system.

With support from the UN and other development partners, the Government of Cabo Verde conceptualized an ambitious Strategic Plan for Sustainable Development for the period 2022 - 2026 (PEDS II) based on the Sustainable Development Goals (SDGs). One central element of the PEDS II is the government's commitment to eradicate extreme poverty by 2026, four years ahead of 2030.

The UN's ambitious support to the national government is summarized in a new United Nations Sustainable Development Cooperation Framework (UNSDCF) which the UN country team developed in 2022 under the leadership of the Resident Coordinator and which is fully aligned with the PEDS II. For the period of 2023 – 2027, the Joint Office of UNDP, UNFPA and UNICEF supports the Government of Cabo Verde through a new Common Country Program (CCP) which in turn is fully aligned with and derived from the UNSDCF and the PEDS II.

The new Common Country Program 2023 - 2027 focuses on strengthening human capital, eliminating extreme poverty and inequality, promoting inclusive economic growth, supporting, and strengthening democratic governance, and enhancing resilience to climate risks. UNDP, UNFPA and UNICEF contribute to (i) developing human talent through education, health, and child protection; (ii) accelerating progress towards inclusive, sustainable, and diversified economic growth and the elimination of extreme poverty; (iii) promoting sustainable ecosystems and biodiversity and strengthening resilience; (iv) supporting economic governance, development financing, human rights, and justice.

III. Position Purpose

Objective:

The JPO/Programme Analyst- Environment and Climate change will support the implementation of the projects within the portfolio. The incumbent will also support the resource mobilization efforts of the portfolio, particularly in relation to the development of Vertical Funds projects.

The JPO will support the implementation of the projects to ensure they produce the results specified in the respective project documents, to the required standard. The JPO will carry out research and analysis on potential areas of innovation for project development and facilitation of knowledge sharing and capacity building. The incumbent will be required to support the coordination with donors, implementing partners, and other cooperation agencies working with the environment portfolio.

IV. Key Duties and Accountabilities

Main functions:

- Support the review the current strategic plan and provide strategic adviser on the funds mobilization strategy and partnership according to the needs and strategy of the JO.



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- Provide support for the development of a comprehensive finance strategy for the Energy, Environment & Climate Change Portfolio areas of interest and activities.
- Assist with the drafting of master fundraising proposals based on past proposals and aligned with the new strategic plan.
- Support the efforts for funds mobilization and partnerships of the Joint office.
- Provide support for the development of series of fundraising materials (print and digital) to secure funding/raise the profile of the JO in the energy, climate change and natural resources management areas.
- Assist in the coordination and the monitoring of project implementation, ensuring the alignment of all Portfolio activities and initiatives.
- Be adequately informed of various global sustainable finance and climate finance initiatives available and support the efforts to develop strategies for how these can be applied to the Cabo Verde context.
- Overall support the implementation of planned activities as per stipulated work plans.

Building Strategic Partnerships

- Support development and growth of strategic partnerships.
- Assist with the development of partnerships including new partnerships with other UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic area.
- Support engagement with the Government and other stakeholders.
- Support mechanisms for regular communication with/among project stakeholders.
- Assist with the development of fundraising guidelines.
- Help with outlining of strategies to develop and maintain strategic partnerships and engagement with key donors.

Facilitation of knowledge sharing and capacity building

- Keep well informed on new developments and innovative approaches/solutions in areas of climate change adaptation and mitigation, environmental management and actively contribute to knowledge sharing, capacity building and knowledge sharing approaches.
- Contribute to the compilation and dissemination of global best practices and lessons learned through relevant knowledge platforms.

1.) Resource Mobilization

Duties:	Support the technical context for the RM to identify opportunities. Develop the concepts when opportunities have been identified. Support the preparation and funds mobilization. Identify, develop, and manage partnerships that leverage private sector technical expertise and resources. Identify funding sources, match funding needs (programs/projects/initiatives) with funding opportunities, and establish a plan to meet funding requirements.
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2.) Partnership Building & Management

Duties:	Support the coordination and management of communications with donors, national and international stakeholders, implementing partners, and other cooperation agencies. Support mechanisms for regular communication with/among project and stakeholders. Identify, conduct outreach, and manage relationships with the private sector. Forge multi-stakeholder partnerships, and remove obstacles to resource mobilization and multi-stakeholder funding platforms.
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3.) Knowledge Sharing & Capacity Building

Duties:	Support the experimentation on promising areas of innovation related to the Sustainable Development Goals. Contribute to the Facilitation of knowledge building and sharing. Research on SDG integration, fostering bilateral and regional South-South partnerships for SDG implementation and Triangular Cooperation.
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Supervisory/Managerial Responsibilities: **N/A**



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V. Requirements:

Education

Master's degree in life and earth sciences, environmental management, natural resources management, Climate change, strategic planning, project/programme management or related areas.

Experience, Knowledge, and Skills

- A minimum of two years of paid working experience in research analysis, project management, stakeholder engagement, business development or related areas.
- Understanding of, and interest in environment, climate change and sustainable development.
- Strong working knowledge of Portuguese and English is required.
- Proficiency in at least one additional UN working language is an advantage (Spanish or French).

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	LEVEL 2: Go outside comfort zone, learn from others and support their learning
Adapt with Agility	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
Act with Determination	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
Engage and Partner	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
Enable Diversity and Inclusion	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

Cross-Functional & Technical competencies (insert up to 7 competencies)

Thematic Area	Name	Definition
Strategic Thinking	Cross-functional	Ability to develop effective strategies and prioritized plans in line with UNDP objectives, based on the systemic analysis of challenges, potential risks, and opportunities; linking the vision to reality on the ground, and creating tangible solutions; Ability to leverage learning from a variety of sources to anticipate and respond to future trends; to demonstrate foresight in order to model what future developments and possible ways forward look like for UNDP
Partnership Management	Cross-functional	Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts, and others in line with UNDP strategy and policies
Knowledge Generation & Facilitation	Cross-functional	Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need; Ability to animate individual and communities of contributors to participate and share, particularly externally



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Communications	Cross-functional	Ability to communicate in a clear, concise, and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience; Ability to manage communications internally and externally through the appropriate channels
Climate Change Adaptation & Mitigation	Technical	Climate change adaptation & mitigation concepts, climate finance, nationally determined contributions NDCs, internal climate conventions, resilience planning,
Environmental Governance	Technical	Global environmental governance, multilateral environment agreements (CBD & UNCCD), environment data collection and analysis
Ecosystems and Biodiversity	Technical	Natural resource management and socio-economic impacts of natural resource extraction & biodiversity loss,

VI. Keywords

Climate change, Climate change adaptation ; natural resources management, SDG, SIDS Funds mobilization