



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

I. Position Information

Job Title: Partnerships Development Analyst Department: Partnerships Group (PG) Reports to: Team Leader, Funding Partnerships, Partner Portfolio Management (PPM) Team	Grade Level: P2 Bureau: Bureau of External Relations and Advocacy (BERA) Direct Reports: None	Position Number: 229612 Position designation: With no mobility requirement Duty Station: New York, USA
Career Track: Professional/Expert Career Stream: Corporate Operations- Partnership Building Contract Modality: FTA International (JPO) Contract Duration: One-year fixed-term appointment, 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' 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. 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, within the first month of assignment, 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



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- Mentoring programme
- Other training and learning opportunities

Organizational Context

As the lead United Nations agency on international development, UNDP works in 170 countries. For six decades, and in some 170 countries and territories, UNDP has shaped the progress of human development, providing integrated support at scale to improve lives for millions of people worldwide. UNDP's Strategic Plan (2026-2029) helps countries and communities in their progress towards high human development while protecting the planet through four strategic objectives – prosperity for all, effective governance, crisis resilience, and healthy planet. The plan is powered by three accelerators: digital and AI transformation; gender equality; and sustainable finance. All are underpinned by a commitment to human rights and to leaving no one behind.

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 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; Partnerships and Resource Mobilization; Advocacy, Marketing and Communications; and UN and Intergovernmental relations all working in close collaboration and coordination under the guidance of the Directorate and with the support of the Management Support Unit and Strategy, Projections, Analysis and Corporate Engagement team.

The **Partnerships Group (PG)** within BERA leads UNDP's strategic engagement with Member States, multilateral institutions, innovative funding sources and foundations to advance the organization's global partnerships and resource mobilization priorities. Through an audience-centered engagement model and close collaboration with Representation Offices and outposted Partnerships Advisers, PG drives strategic public partnerships, multi-stakeholder coordination, and donor engagement. It provides policy and partnership advice, strengthens positioning and fundraising with Member States and non-Member States, and partner intelligence to advance UNDP's Strategic Plan and business priorities.

BERA has a robust network of Representation Offices (Berlin, Brussels, Copenhagen, Geneva, Tokyo and Washington D.C) 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.

III. Position Purpose

The **Partner Portfolio Management (PPM) Team** in New York works in collaboration, namely with UNDP's Global Policy Network (GPN) and Regional Bureaux (RBx) and country offices, to strengthen institutional strategic engagement with OECD-DAC partners, support Country Offices in forging strategic partnerships with quality resources.

Under the supervision of the **Team Leader, Funding Partnerships**, the **Partnerships Development Analyst** will be responsible for supporting a portfolio of Partners (which includes OECD-DAC countries), primarily, implementing an engagement strategy based on agreed targets and goals towards increasing the core and non-core resource base for the organization as well as providing strategic support on enhancing the visibility of the partnership between UNDP and the partners. The Analyst will support internal clients through analysis and provision of donor intelligence to inform resource mobilization actions. The Analyst will also work closely with the BERA Communications team to formulate strategic actions in raising the positioning of UNDP in key capitals across the OECD-DAC portfolio and strengthening the visibility of the partnership that UNDP enjoys with OECD-DAC partners through relevant channels.



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UNDP adopts a portfolio approach to accommodate changing business needs and leverage linkages across interventions to achieve its strategic goals. This is a recognition of the interconnected nature of development risks and crises that the world is facing and that call for assembling of multidisciplinary teams for an integrated and systemic response. Therefore, UNDP personnel are expected to work across issues, units, functions, teams and projects in multidisciplinary teams in order to enhance and enable horizontal collaboration

IV. Key Duties and Accountabilities

1.) Contribute to the partnership development and management and portfolio analysis

- Support the implementation of key assigned partners' engagement strategies and action plans
- Track and analyze performance of portfolio against key targets and KPIs, flagging opportunities and challenges for senior management attention
- Engage partners within portfolio on a regular and proactive basis, and provide advice to senior management and internal clients
- Work closely with Communications group on outreach and marketing materials to advocate UNDP's development mandate and deepen understanding of UNDP's core mandate.
- Support PG's response to resource mobilization needs through political research and funding analysis.

2.) Contribute to the coordination of core and non-core resource mobilization initiatives.

- Contribute to regular key partner engagement, including through the preparation of Strategic Dialogues and other means of High-level engagement
- Provide inputs to donor analysis and funding trends to maximize resource mobilization opportunities.
- Support in organizing and coordinating meetings, technical exchanges and facilitation of key follow-ups with relevant teams, including, as needed, coordination with counterparts.
- Support PG's response to resource mobilization needs in crisis countries in close collaboration with Crisis Bureau and relevant bureaus – as needed.
- Support the team in maintaining and regularly updating UNITY and/or the partnership tracking dashboard to track funding flows, monitor opportunities, financial and non-financial commitments, risks and follow-up actions.

3.) Contribute to the strategic communication and knowledge building and sharing

- Support corporate donor visibility effort in line with agreed country workplans, promoting visibility products or social media to garner public support and understanding of UNDP's mandate and programmatic work across thematic/geographic areas.
- Support the preparation of partnership and resource mobilization capacity building materials and training with respect to specific partners
- Contribute to UNDP's partner knowledge repository including relevant database, resource mobilization toolkit, and other relevant tools for outreach for partner engagement



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	Proactively share lessons learned from partner engagement across teams and units and team's Community of Practice or other knowledge management products/mechanisms.
The incumbent performs other duties within their functional profile as deemed necessary for the efficient functioning of the Office and the Organization	
Supervisory/Managerial Responsibilities: None	

V. Requirements:

Education

- Advanced university degrees (master's or equivalent) in International Affairs, Economics, Business, Development Studies, or a related area is required.

Experience, Knowledge, and Skills

Experience:

- Minimum 2 years (with master's degree) relevant work experience in development, international relations, , economics, business, communications, or related field.
- Experience in development and/or funding sectors is desired.
- Knowledge of and/or professional experience in data analysis and funding projections is highly desirable
- Experience in the usage of innovative approaches, social media and information technologies, including web-based management systems is desired.
- Prior experience and knowledge of the United Nations System and/or Multilateral Institutions is desirable
- Demonstrated experience and sound understanding of political, social and economic research tools and instruments is desired.
- Experience in the use of a business intelligence tool, developing presentation materials with visuals, and mastery of Excel are highly desirable.
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Language requirements:

- Fluency in English is required.
- Working knowledge of at least one other UN language is desirable.

Expected Demonstration of Competencies

Core

Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
Think Innovatively:	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
Learn Continuously	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
Adapt with Agility	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
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



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Enable Diversity and Inclusion	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making
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<i>Cross-Functional & Technical competencies (insert up to 7 competencies)</i>		
<i>Thematic Area</i>	<i>Name</i>	<i>Definition</i>
Partnership Management	Emerging Partnerships	Ability to engage with emerging partners, develop and manage a strategy and develop approaches to developing and managing these new strategic partnerships
Partnership Management	Resource mobilization	Ability to identify and organize programmes and projects to implement solutions and generate resources
Partnership Management	Relationship Management	Ability to engage with other parties and forge productive working relationships
Business Management	Communication	Communicate in a clear, concise and unambiguous manner both through written and verbal communication; tailor messages and choose communication methods depending on the audience. Ability to manage communications internally and externally through media, social media, and other appropriate channels.
Business Management	Portfolio Management	Ability to select, prioritise and control the organization's programmes and projects in line with its strategic objectives and capacity. Ability to balance the implementation of change initiatives with regular activities for optimal return on investment. Knowledge and understanding of key principles of project, programme, and portfolio management.
Business Development	Knowledge Generation	Ability to research information and to turn it into useful knowledge, relevant for context, or responsive to a stated need. Ability to apply existing concepts to new situations, and to develop new concepts to generate workable solutions and new approaches. Knowledge of relevant concepts, conceptual models, and theories that can be useful in addressing new situations..
Business Direction and Strategy	System Thinking	Ability to use objective problem analysis and judgement to understand how interrelated elements coexist within an overall process or system, and to consider how altering one element can impact on other parts of the system

VI. Keywords
Resource mobilization, partnership development, knowledge management, and communications.