

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

25P365

I. General Information

Title:

JPO in Development Coordination (Partnership)

Sector of Assignment:

Development Coordination, Partnerships

Organization/Office:

United Nations / Resident Coordinator System (RCS)/ Resident Coordinator Office (RCO Egypt

Duty Station:

Cairo, Egypt

Duration:

The assignment is intended for a minimum duration of 2 years.

The initial appointment is for 1 year, renewable based on performance and availability of funds.

A reassignment to a different position prior to the conclusion of the second year will not be possible unless expressly indicated in the TORs.

II. Supervision

Title of Supervisor:

RCO Partnership Officer

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

Weekly meetings will be organized with the direct supervisor to discuss priorities, monitor status of work, and adapt as necessary.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

1) Partnership Development with International Development Cooperation Actors

- Conduct mapping and analysis of bilateral donors, IFIs, regional organizations, and multilateral development partners.
- Track strategic priorities, funding cycles, and engagement agendas of key development partners, including members of the Development Partners Group in Egypt
- Support RCO leadership in maintaining regular engagement with development partners through structured dialogues and coordination platforms.
- Prepare partnership briefs, donor profiles, and engagement strategies tailored to RCO needs.
- Maintain and update the international partners' database and monitor partnership commitments.

2) Support to Development Cooperation Coordination

- Assist the RCO in organizing and coordinating donor groups, partner roundtables, and thematic coordination platforms.
- Support alignment between international development cooperation and UNSDCF priorities.
- Prepare agendas, talking points, background notes, and follow-up documentation for meetings between the RC/UNCT and donor partners.
- Contribute to strengthening cooperation between UN agencies and development partners for joint programming.

3) Resource Mobilization & Financing for Development Support

- Monitor development partner opportunities and funding windows relevant to UNCT joint initiatives.
- Provide research and analytical support for joint proposals and concept notes.
- Contribute to tracking joint resource mobilization efforts within the UNCT.
- Contribute to the discussion between the Government, the UNCT and relevant stakeholders on financing for development

4) Research, Analysis & Policy Support

- Conduct background research on development financing trends, donor policies, and geopolitical shifts.
- Draft analytical notes, situation updates, and policy briefs for the RCO.
- Provide inputs to CA, UNSDCF monitoring processes, and UNCT annual reporting.

5) Communication & Visibility with International Partners

- Draft newsletters, donor updates, and external communication materials highlighting UNCT results.
- Support visibility for joint programmes, donor-funded initiatives, and high-level missions.
- Prepare summaries and reports for international partner dissemination.

6) Logistical & Coordination Support

- Support planning of missions, visits, workshops, and strategic dialogues with development cooperation partners.
- Assist with organization of UNCT-partner events and documentation of outcomes.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in international relations, development studies, economics, public policy, or similar.

Work experience:

- **A minimum of 2 years of progressively responsible experience in international development, development cooperation, or related fields.**
- **Demonstrated experience working with or within the United Nations system**, international organizations, or multilateral development institutions, particularly in contexts involving coordination, partnerships, and resource mobilization.
- **Proven experience supporting partnerships with private-sector actors**, including corporate foundations, impact investors, or business associations.
- **Experience in innovative financing mechanisms**, including blended finance, SDG financing instruments, catalytic capital, or partnerships with International Financial Institutions (IFIs), is an important asset.
- **Previous engagement with traditional donors** (e.g., DAC members, EU institutions, IFIs) and **non-traditional/emerging donors** (e.g., philanthropic foundations, South-South cooperation partners, Arab funds, sovereign wealth funds) is highly desirable.
- Experience coordinating multi-stakeholder platforms, development partner groups, or donor coordination mechanisms is a strong advantage.
- Experience drafting analytical briefs, donor profiles, or resource-mobilization materials is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of Arabic would be considered an asset.

Other skills required:

- Strong analytical, research, and policy-drafting skills, with the ability to translate complex development financing issues into clear and actionable insights.
- Ability to develop and maintain partner databases, donor research tools, or tracking systems for financing opportunities.
- Excellent communication and interpersonal skills, including the ability to engage effectively with a wide range of stakeholders.
- Demonstrated ability to work collaboratively within multidisciplinary teams and across institutions.
- **High degree of professionalism, discretion, sound judgment, and cultural sensitivity** when engaging with senior stakeholders and external partners.
- **Knowledge and mastery of emerging artificial intelligence tools and applications**, including the ability to leverage AI for data analysis, research automation, donor intelligence, and enhancing partnership and financing workflows.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations;

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

The JPO will contribute to strengthening RCO-led partnerships, enhancing alignment between international partners and national/UN priorities, and supporting coordination mechanisms that ensure effective development cooperation.

VI. Background Information

The UN Resident Coordinator's Office (RCO) leads the coordination of the UN development system at the country level, ensuring coherent support to national priorities and the 2030 Agenda. Strengthening partnerships with development cooperation actors — including bilateral donors, multilateral agencies, IFIs, regional organizations, and emerging development partners — is essential to support the implementation of the UN Sustainable Development Cooperation Framework (UNSDCF). The JPO will support the RCO in expanding, coordinating, and managing strategic partnerships with these international development cooperation partners.