



## 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

<b>JPO functional title:</b> Communications Officer-Ethics	<b>Grade Level:</b> (P2)
<b>Main sector of assignment:</b> Business and administrative management	<b>Country and Duty Station:</b> USA, NY
<b>Detailed sector of assignment:</b> Communicating standards to reinforce organizational system of Accountability, Transparency and Integrity	<b>Duty Station status:</b> Family (staff member and eligible family members) Yes
<b>Agency:</b> UNDP	<b>Duration and Type of Assignment:</b> One-year fixed-term appointment, renewable at least once subject to satisfactory performance, recommendation by respective office and partner country agreement
<b>Department:</b> Ethics Office	
<b>Reports to:</b> Peter Liria Jr.	
<b>Position Status:</b> Non-rotational	
<b>Job Family:</b>	

### II. Job Purpose and Organizational Context

The Communications Officer- Ethics will be part of the UNDP Ethics Office, an independent entity whose mission is to assist UNDP staff and other personnel to perform to the highest standards of integrity, required by the Charter of the United Nations.

The Communications Officer- Ethics will work closely with the Director of the Ethics Office and the Ethics Adviser, benefiting from hands-on exposure to the Ethics Office's activities.

### III. Supervision

**Name of Supervisor:** Peter Liria Jr.

**Title of Supervisor:** Director, Ethics Office

**Content and methodology of supervision:**

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:



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- 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

In addition, the following specific supervision arrangements will apply:

Supervision will be direct and will take the form of mentoring and coaching. There will be an agreed workplan against which targets and progress will be monitored and evaluated. Regular meetings and feedback will be important features of the supervisor/supervisee relationship. At least two meetings will be held to provide evaluation on work performance and learning development, though daily interaction and feedback is expected. A learning plan with formal training modules will also be included.

### III. Duties and Responsibilities and Output expectations

In this section list the primary responsibilities of the position. Tip: Focus on what the job entails now 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) Support the development and dissemination of internal and public information in all key policy and functional areas of the Ethics Office. result is broader dissemination of standards, education and communication. (40%)
- 2) Refinement and implementation of internal and external communication strategies. Result is improved methods of communication including broader use of social and other electronic media. (10%)
- 3) Assistance with intranet website management, including periodic recommendations to improve the functionality of the website. Result is more user-friendly and dynamic space with communication in multiple languages. (15%)
- 4) Support for the development of internal communications tools such as broadcast messages, in-take forms, project documents, administrative reports, power point presentations and webinars, to staff and to senior management. Result is enhanced capacity to share information. (10%)
- 5) Support the development and dissemination of information products for the annual financial disclosure exercise, such as messages to heads of offices, focal points and filing staff, and announcements or articles on the website, reports on areas of FDP activity such as filing and verification exercises. Result is improved communication with FDP focal points, managers and filers for enhanced management and mitigation of risks from conflicts of interest. (10%)
- 6) Assistance with the preparation of and advise on the format, design and presentation of the content of the Ethics Office's annual report and standard operating guidelines. (5%)
- 7) Undertaking of travel, if required. (5%)
- 8) Performance of other duties upon request. (5%)

### IV. Competencies and Selection Criteria

#### Description of Competency at Level Required

(For more comprehensive descriptions please see the competency inventory)



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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.

<b>Core</b>	
<b>Innovation</b> <i>Ability to make new and useful ideas work</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Leadership</b> <i>Ability to persuade others to follow</i>	Level 1: Support (Reliable Replication)
<b>People Management</b> <i>Ability to improve performance and satisfaction</i>	Level 1: Support (Reliable Replication)
<b>Communication</b> <i>Ability to listen, adapt, persuade and transform</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Delivery</b> <i>Ability to get things done</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Technical/Functional</b>	
<b>Primary</b>	
<b>Competency Name</b> <i>Competency Definition: Ability to effectively manage multiple tasks and to work under pressure in a fast paced environment against tight deadlines</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b> <i>Competency Definition: Strong oral and written communication skills in English. Knowledge of another UN language, such as French or Spanish, would be an asset</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b> <i>Competency Definition: Strong inter-personal skills. Good team-player with the ability to work effectively with persons in a multicultural environment</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b> <i>Competency Definition: Ability to work independently</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Secondary</b>	
<b>Competency Name</b> <i>Competency Definition: Demonstrated diplomacy, tact and utmost respect for confidentiality</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b> <i>Competency Definition: Strong presentation skills including the ability to effectively utilize MS PowerPoint</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b>	Level 2: Execute & Learn (Perform defined tasks)



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<i>Competency Definition: Excellent networking skills with proven ability to cultivate productive relationships with relevant offices and individuals to advance work of the office</i>	
<b>Competency Name</b> <i>Competency Definition: Strong IT skills (e.g., MS Word, Excel); SharePoint skills are an advantage.</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b> <i>Competency Definition: Strong work ethic and commitment to continuous professional development</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b> <i>Competency Definition: Promotes the vision, mission and strategic goals of UNDP</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b> <i>Competency Definition: Sees everyone interacting with the office as a client. Organizes and prioritizes work schedule to meet clients' needs and deadlines. Actively seeks to win trust and build confidence of clients</i>	Level 2: Execute & Learn (Perform defined tasks)
<b>Competency Name</b> <i>Competency Definition: Demonstrated integrity by being a model of ethical standards and UNDP values</i>	Level 2: Execute & Learn (Perform defined tasks)

<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	Master's Degree or equivalent Advanced Degree in a related field of expertise
<b>Experience:</b>	<ul style="list-style-type: none"> <li>A minimum of two years of paid working experience in a relevant field.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>Working knowledge of English.</li> </ul>
<b>Other desirable education, languages and work experience:</b>	Describe any additional qualifications: <ul style="list-style-type: none"> <li>Advanced university degree in communications, business administration, human resources management, law, ethics and compliance, internal audit or other related fields.</li> </ul>

<b>VI. Training and Learning</b>
As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities: <ul style="list-style-type: none"> <li>Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment</li> </ul>



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- 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:

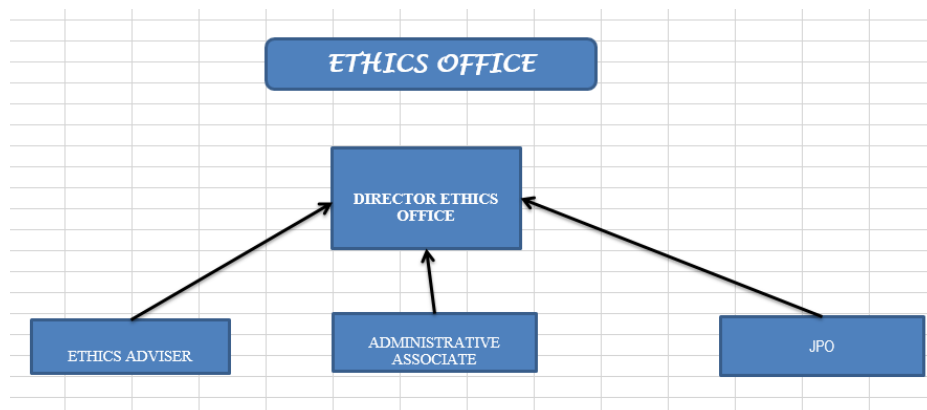
The Communications Officer-Ethics will be exposed to operations in all the functional areas of an independent Ethics Office in the UN Common system. He/she will gain in-depth understanding of the structure of UNDP, enhance his/her skills in developing and disseminating communication material, preparing reports, briefs, managing communication through web-based and social media. He/she will also gain exposure to and an understanding of the tools/mechanisms used for internal/external communication and awareness-raising of standards to support accountability, transparency and integrity, as well as gain experience in providing advice and guidance on resolving ethical dilemmas, which is an invaluable skill in business settings.

### VII. Background Information

#### Information on the receiving office:

The Ethics Office is mandated to nurture and promote a culture of ethics and integrity within UNDP. As part of that mandate, the office is required to raise awareness among UNDP staff of the required standards of behaviour and provide support to staff in meeting those standards. In addition to operating a dedicated intranet website and separate Teamworks site, the office also communicates on UNDP standards and organizational values, develops training materials and delivers training, provides information and advice and guidance to staff on the required standards. The Communications Officer- Ethics works closely with the Director of the Ethics Office and the Ethics Adviser in interacting with staff who are required to comply with the Financial Disclosure Policy or who are receiving services from the office. The Communications Officer- Ethics also liaises with counterparts in the UN Ethics Office and officials in other UN funds and programmes that are also implementing communicating on ethics. The purpose of such contact is to ensure that the policies and implementation are harmonized amongst the UN Common System.

**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:** New York City, located in New York USA is a cosmopolitan city that offers diversity in lifestyle and culture.

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



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**Approved by:**

**Name of the Head of Office:** Peter Liria Jr.

**Title of the Head of Office:** Director, Ethics Office

**Date of issuance:** 28 June 2016