



TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICERS – (JPOs)

A. General Information

POST TITLE: Junior Professional Officer (JPO), Innovation

SECTOR: Population and Development Branch

DUTY STATION: **New York, United States**

DURATION: One year initially with the possibility to extend for 1-2 additional one-year periods

Under the overall guidance of the Innovation Corporate Sponsor, and the direct supervision of the Manager Innovation Fund / Adviser on Population and Economics, the Junior Professional Officer, Innovation will support the expanded operations of the innovation corporate initiative.

In particular, the JPO will support the operationalization of the eight-prongs of expanded UNFPA Innovation Strategy, with particular focus on communications and media; knowledge management, dissemination and documentation of UNFPA innovation initiatives; design of innovation events, learning and training tools, and activities. He/She will also provide support to the innovation core team in the technical, planning, managerial and administrative coordination of the Innovation Fund.

B. Supervision

The JPO, Innovation works under the daily supervision of the Manager Innovation Fund / Adviser on Population and Economics, and the overall guidance of the Innovation Corporate Sponsor.

The JPO Focal Point at the UNFPA Headquarters provides additional guidance on career development and administrative issues.

Content and Methodology of Supervision:

1. The JPO, Innovation will be integrated in a highly professional work environment and work independently. The supervisor ensures an optimal introduction and induction and forms an integral part of the continuous professional development of the JPO.
2. At the beginning of the assignment a work plan will be established between the JPO Innovation and the supervisor. Based on annual objectives, performance discussions will be held on a systematic basis and performance appraised utilizing UNFPA's performance appraisal and development system (PAD).
3. Job-related guidance will be provided in a timely, constructive and appropriate manner on a continuous basis. All necessary information, rules, policies, equipment and other tools required will be provided.

4. The JPO, Innovation will have opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities. There will be opportunities for the JPO to express his/her views on work-related matters.

C. Duties and Responsibilities

Major activities will include:

- Regularly write about UNFPA innovation for internal and external audiences to raise awareness and connect UNFPA with interesting resources, projects and experts.
- Develop effective communications materials for advocacy and outreach, including writing regularly on UNFPA's innovation website and social media pages.
- Conduct environmental scanning to identify emerging innovation trends.
- Proactively scout new innovative ideas, opportunities, and partnerships.
- Review UNFPA programmes to identify windows of opportunity for infusing innovative approaches.
- Explore other modalities through which UNFPA can expand its approaches to innovation (e.g., through labs, public challenges, crowdsourcing etc.).
- Document tested innovation projects and processes at UNFPA and ensure effective sharing and generation of knowledge around UNFPA innovations.
- Support the development of innovation tools and techniques to build UNFPA's culture and capacity to innovate.
- Support the design of training and learning sessions on innovation for UNFPA staff.
- Support the design of global, regional and country events on innovation, as needed.
- Assist with innovation project monitoring and evaluation, and assist in the evaluation of the Innovation Fund.
- Support to the innovation core team in the technical, planning, managerial and administrative coordination of the Innovation Fund.

D. Qualifications and Experience (including education and language requirements):

- Master's degree in a field such as media, arts and design, social innovation, social sciences, business, or other related field.
- 1-2 years relevant professional experience.
- Experience in blogging and effective use of social media for advocacy, discussion and communication.
- Experience in social innovation, entrepreneurship, and/or design, with a focus on application of these fields to public sector and development.
- Familiarity with innovation theory and practices.
- Fluency in English is required. Knowledge of another official U.N. language is an asset.
- Experience in the arts is an asset.
- Experience working in start-up companies/organizations is an asset.
- Familiarity with Information and Communication Technologies is an asset.

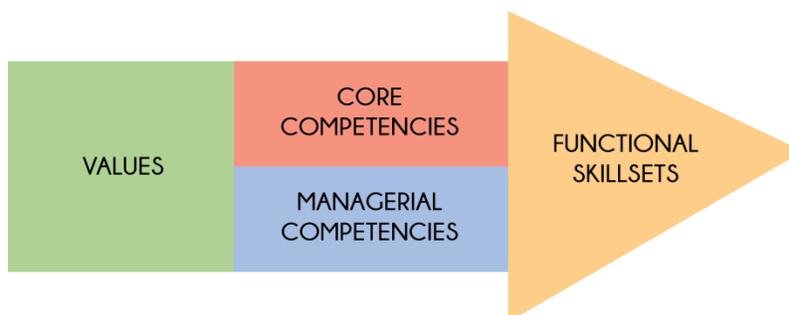
E. Learning Elements (should be defined in form of measurable results)

Upon completion of the two-year assignment, the JPO, Innovation will:

1. have an understanding of UNFPA's operations world-wide;

2. have acquired comprehensive knowledge of the system of related regulations, rules, policies, and procedures at UNFPA in particular and the UN in general;
3. have acquired project management skills including task prioritization and budget monitoring;
4. be able to work effectively in a multi-cultural work environment, and be adept at interacting with colleagues at all levels both within UNFPA, and in the wider inter-agency and UN environment.

F. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact

- **Functional Skill Set:** Aligning human resources management with the organization's strategic direction; ability to understand client needs and add value to management processes, recognizing the importance of business needs and client orientation; ability to analyze information and propose appropriate solutions

G. Background information

Agenda 2030 and the Sustainable Development Goals recognize innovation as key to accelerating progress towards the achievement of global development targets and finding new paths to sustainability. Embracing this opportunity, UNFPA announced “Promoting Innovation and Creativity” as an organizational corporate priority in 2014. In September 2014 UNFPA launched its Innovation Fund which establishes a two-streamed approach to promoting innovation: 1) testing innovative initiatives to strengthen UNFPA’s operations and delivery, and 2) promoting UNFPA’s culture and capacity to innovate. In April 2015, the Executive Committee approved an expanded UNFPA Innovation Strategy 2014-2017, where innovation becomes core to how we work as an organization.

As UNFPA innovation continues to grow, the JPO will support the expanded operations of the innovation corporate initiative. In particular the JPO will support the operationalization of the eight-prongs of expanded UNFPA Innovation Strategy, with particular focus on communications and media; knowledge management, dissemination and documentation of UNFPA innovation initiatives; design of innovation events, learning and training tools, and activities. The JPO will also provide support to the innovation core team in the technical, planning, managerial and administrative coordination of the Innovation Fund.

H. Information about living conditions at the duty station

New York is a headquarters ('H' category) duty station and provides a safe and comfortable living environment. Duty station specific post adjustment applies to different locations which assists in equalizing living costs within different locations.

Further information on benefits and entitlements can be found by going to:

http://www.un.org/Depts/OHRM/salaries_allowances/index.html

**UNFPA HQ Technical Division (TD)
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