



## 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> Justice Coordination Officer	<b>Grade Level:</b> (P2)
<b>Main sector of assignment:</b> Governance and human rights	<b>Country and Duty Station:</b> Burkina Faso (Ouagadougou)
<b>Detailed sector of assignment:</b> Justice and Human rights sector partnership coordination	<b>Duty Station status:</b> Family (staff member and eligible family members)
<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> Programme	
<b>Reports to:</b> Dieudonné Kini, Teamleader Governance and Sustaining Peace	
<b>Position Status:</b> Non-rotational	
<b>Job Family:</b>	

### II. Job Purpose and Organizational Context

#### The UNDP Junior Professional Officer (JPO) Programme:

The UNDP 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.

#### Job Purpose:

UNDP Burkina Faso is recruiting an expert to support justice sector and human rights coordination and partnership management (i) for the facilitation of the consultation framework of the technical and financial partners of the "Justice and Human Rights Sectoral Framework Dialogue" (SFD), (ii) and coordination for an effective synergy of the technical and financial partners' interventions.

#### Reporting structure and partners

The expert will be under the supervision of the Team Leader Governance and Peacebuilding and will work in close collaboration the projects related to justice and human rights.



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### III. Supervision

**Name of Supervisor:** Dieudonné Kini

**Title of Supervisor:** Teamleader Governance and Peacebuilding

**Content and methodology of supervision:**

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

- 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

### 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) Facilitation and coordination of the consultation framework of the technical and financial partners (TFP) of the Justice and Human Rights (JHR) sector:**

- Ensure the Secretariat of the consultation framework of the technical and financial partners of Justice and Human Rights Sectoral Framework Dialogue (SFD JHR)
- Ensure the technical and logistical preparation of the consultation meetings of the TFPs
- Propose agenda items, take minutes of the meetings and share minutes.
- Follow up on the recommendations of meetings between TFP and SFD JHR
- Develop and update the matrix of interventions and other tools for monitoring partners' activities
- Establish a database of studies, surveys and analysis in the field, support the digitalisation of the database
- Develop plans for joint missions and reviews in conjunction with the SFD JHR
- Elaborate the periodic calendars of activities of the TFPs, inform the TFPs and the national counterparts of meetings and activities of interest
- Draft Newsletters of the activities of TFPs
- Attend sectoral reviews of related SFDs (Defense, security, Administrative and Local Governance, etc.) and develop summary notes and proposals for inter-sectoral synergy

**2) Ensure the relationship with the CSD JHR and serve as a focal point for the TFPs:**

- Serve as a liaison between the SFD JHR and the TFPs, ensure the technical and logistical organisation of



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<ul style="list-style-type: none"> <li>meetings</li> <li>Establish a contact list of national partners and make it accessible of the TFPs</li> <li>Ensure the sharing of information between the SFD JHR and the TFPs</li> <li>Within the framework of the annual review of the SFD JHR, ensure the sharing of documents with the TFPs and integrate/synthesize the inputs/comments of the TFPs</li> </ul>
<p><b>3) Serve as focal point for UNDP and assist in resource mobilization:</b></p> <ul style="list-style-type: none"> <li>Serve as the focal point for the partners of the JHR sectoral framework</li> <li>Identify and propose synergies with the TFPs and ensure close follow up of actions to be carried out</li> <li>Elaborate notes, synthesis and analysis documents on cooperation and synergy opportunities with other TFPs of the sector</li> <li>Contribute to mobilization of resources and partnership building.</li> <li>Ensure the follow-up of perception surveys conducted by UNDP in the justice and human rights sector</li> <li>Expand and consolidate the partnership with sister agencies of the UN system</li> <li>Provide any other support required in relation to the domain</li> </ul>
<p><b>4) Support planning and implementation of studies and perception surveys for effective monitoring and measurement of impact in justice and human rights sector:</b></p> <ul style="list-style-type: none"> <li>Support knowledge management of tools and products in support of justice and human rights sector</li> <li>Contribute to planning studies, perception surveys and analyses supporting the justice and human rights sector, including in relation with SDG 16 targets and indicators</li> <li>Assist in preparation of supporting documents, concept notes and TOR</li> <li>Liaise with responsible parties (think tanks, universities and CSOs)</li> <li>Facilitate fora for presentation and dialogue on findings of studies and surveys</li> <li>Support the design and production of communication tools</li> </ul>

<b>IV. Competencies and Selection Criteria</b>	<b>Description of Competency at Level Required</b> (For more comprehensive descriptions please see the competency inventory)
<p>In this section list <b>all</b> core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: <a href="https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx">https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</a></p>	
<b>Core</b>	
<b>Innovation</b> <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
<b>Leadership</b> <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
<b>People Management</b> <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
<b>Communication</b> <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
<b>Delivery</b> <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services



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<b>Technical/Functional</b>	Detailed list of competencies can be accessed through <a href="https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx">https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</a> and hiring managers are encouraged to familiarize themselves for more information. (P2 positions usually require level 4 competency.)
<b>Work in teams:</b> <i>Demonstrate ability to work in a multicultural, multi ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds.</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
<b>Communicating and Information Sharing:</b> <i>Facilitate and encourage open communication and strive for effective communication</i>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
<b>Continuous Learning and Knowledge Sharing:</b> <i>Encourage learning and sharing of knowledge</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
<b>Development and Innovation:</b> <i>Take charge of self-development and take initiative</i>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
<b>Competency Name</b> <i>Competency Definition</i>	Choose an item
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<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	Master's Degree or equivalent Advanced Degree in a related field of expertise of Law, Political sciences, Business administration, project management.
<b>Experience:</b>	List out: 1. A minimum of (02) two years of paid working experience in a relevant field 2. Work experience in the field would be an asset 3. Work experience on justice and human rights would be an asset  <b>Please do not duplicate what has been covered in the responsibilities &amp; competency section.</b>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>Fluency in French and English</li> </ul>
<b>Other desirable education, languages and work experience:</b>	Describe any additional qualifications: <ul style="list-style-type: none"> <li>Required computer skills (Word Excel, PPT, etc.) in French</li> </ul>



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### VI. Training and Learning

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following training and learning opportunities:

- Participation in a two-week long Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment
- 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: **enter text**

### VII. Background Information

#### Information on the receiving office:

*(Provide basic information on the office: number of international/national staff in the whole office and in the unit where the JPO will be working, etc. Give a short background of the programme/projects the JPO will be working on: history, recent and upcoming developments.)*

The slowness and inefficiency of justice are at the heart of citizens' dissatisfaction with the judicial institution and the crisis of confidence between justice and the population. Moreover, justice remains difficult to access geographically, financially, and psychologically. In addition to its tardiness, justice in Burkina Faso is characterized by poor access to justice, the persistence of corruption, and the poor functioning of the system of disciplinary sanctions for judicial actors.

Since 2015, the country has been facing an unprecedented security crisis that affects all Sahelian countries. The creation of self-defence groups, armed community clashes, and military operations to secure insecure areas have led to significant human rights violations. In addition to terrorism, there were recurring police blunders and the exclusion of women accused of witchcraft. The socio-cultural context is unfavourable to the establishment of equal rights for women and men, impunity for violence against women, including sexual violence, and harmful traditional practices. Although normative protection texts have been ratified and a good number of laws have been adopted, cases of human rights violations are still occurring in Burkina Faso.

To provide solutions to the problems identified, the Transition authorities had already organized in 2015 the "National Conference of Justice" which concluded a "National Pact for the Renewal of Justice". In 2018, a sectoral policy "Justice and Human Rights" (2018-2027) was developed with the vision: "Burkina Faso has a credible justice system, accessible to all and respectful of the rules of a State governed by the rule of law that guarantees women and men the effectiveness of their rights, for a peaceful and united Nation". However, dysfunctions persist and continue to fuel the dissatisfaction of the population. The newly established National Human Rights Commission (CNDH) in July 2018, is still underperforming in terms of reporting on cases of human rights violations, due to its weak technical, human, logistical and financial capacities. Civil society human rights organizations are dynamic but remain dispersed and not very specialized to better play their monitoring and alert role.



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To address development and governance challenges, Burkina Faso has developed a National Economic and Social Development Plan (PNDES), followed by PNDES II in 2021. Sectoral frameworks for dialogue (SFD) have been established to oversee the implementation of sectoral policies, under the responsibility of the lead ministries of the 14 planning sectors. The technical and financial partners of the Justice and Human Rights sectoral framework meet to coordinate their support and create synergies in the implementation of their programs and projects. The partners designate a SFD lead partner and alternates for a period of one (01) year and put in place internal coordination mechanisms and tools. UNDP is the lead partner for the Justice and Human Rights SFD for the year 2021-2022. As such, it is responsible for revitalizing the SFD and regenerating its working methods and tools to be more inclusive, collaborative, flexible and effective, ensuring a better contribution of the TFPs to the JHR SFD and to the meetings of the thematic groups, in particular by adjusting the format of the meetings and by improving the tools for collaboration. UNDP has placed the mandate of leading the TFPs of the JHR SFD under the following triptych: i) build synergies, ii) act in concert and carry out joint actions, iii) and measure impact and communicate together on the achievements .

**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:** Ouagadougou is a family duty station. Ouagadougou is a lively city with rich culture. The climate of Ouagadougou is tropical, hot all year round, with a dry season from November to March and a rainy season that runs roughly from late April to early October.

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

### Approved by:

**Name of the Head of Office:** Mathieu Ciowela

**Title of the Head of Office:** Resident Representative

**Date of issuance:** 10 22 2021