



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: **Programme Analyst - Environment**
Position Number: **0000918**
Department: **Environment Unit**
Reports to: **Unit Chief/Environment Specialist**
Position Status: *(Rotational/non-Rotational)*

Classified Grade: **NOB**
Position Classified by: **HR, UNDP Vientiane**
Classification Approved by: **Resident Representative, UNDP Vientiane**

II. Organizational Context

Under the guidance and direct supervision of the Unit Manager/Environment Specialist, the Programme Analyst is responsible for management of UNDP programme within the thematic/sectoral areas assigned. The Programme Analyst analyses political, social and economic trends and leads formulation, management and monitoring of projects within his/her portfolio, provides policy advice services.

The Programme Analyst works in close collaboration with the other Programme Analyst and other Environment Unit staff, operations team, programme staff in other UN Agencies, UNDP Regional Service Centre staff and Government officials, technical advisors and experts, and multi-lateral and bi-lateral donors ensuring successful UNDP programme implementation.

In Lao PDR UNDP supports Government of Lao PDR in integrating its environmental commitments with the national development goals and policies; in developing capacity on environment issues and in fulfilling the obligations of the international environmental conventions Lao PDR is party to. In partnership with other organisations UNDP facilitates government's efforts towards sustainable use of natural resources with special focus on poverty reduction and the Millennium Development Goals.

In addition to drawing on its own resources, UNDP mobilizes resources from the bilateral donors and multilateral funds such as Global Environmental Facility.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implementation of programme strategies
- Management of the CO Environment portfolio. Strengthening, supporting and monitoring the specific UNDP-supported environment projects and programmes
- Creation of strategic partnerships and implementation of the resource mobilization strategy
- Provision of top quality policy advice services to the Government and facilitation of knowledge building and management

1. Ensures **implementation of programme strategies** focusing on achievement of the following results:
 - Thorough analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to UNDP strategic documents including Common Country Assessment (CCA), UN Development Assistance Framework (UNDAF), Country Programme Document (CPD), Country Programme Action Plan (CPAP) and other documents.
 - Identification of areas for support and interventions within the thematic/sectoral areas assigned.

2. Ensures effective **management of the CO programme** within the thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the country programme achieving the following results:

- ❑ Effective application of results-based management tools and monitoring achievement of results.
- ❑ Design and formulation of CO programme within the area of responsibility, translating UNDP's priorities into local interventions. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones.
- ❑ Initiation of a project, presentation of the project to PAC, entering project into Atlas, finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review. Programme Analyst performs functions of Manager Level 1 in Atlas for vouchers approval, participates in recruitment processes for projects.
- ❑ Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of NIM projects.
- ❑ Evaluation of the programme impact. Monitoring and analysis of the programme environment, timely readjustments in portfolio.
- ❑ Substantively review and monitor all aspects of programme implementation and management with result-orientation. Analyse Annual Project Reports and other reports. Identify operational and financial problems and develop/recommend workable solutions and monitor follow-up actions. Manage project-related recruitment and contracting processes.
- ❑ Manage planned programme/project evaluations and NEX audits. Participate in Tripartite Review meetings. Substantively review project results achieved and discuss evaluation/audit reports with Government counterparts in order to agree on corrective measures, policy recommendation(s) and follow-up actions required.
- ❑ Evaluate of the programme impact, Monitoring and analysis of the programme environment, timely readjustments in portfolio.

3. Ensures **creation of strategic partnerships and implementation of the resource mobilization strategy** focusing on achievement of the following results:

- ❑ Development of partnerships with the UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UNDP, country needs and donors' priorities.
- ❑ Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.
- ❑ Assist in ensuring effective and systematic outreach to all government and non-governmental partners to advocate for UNDP's goals and its thematic focus.

4. Ensures **provision of top quality policy advice services to the Government and facilitation of knowledge building and management** focusing on achievement of the following results:

- ❑ Identification of sources of information related to environment. Identification and synthesis of good practices and lessons learnt directly linked to programme country policy goals.
- ❑ Sound contributions to knowledge networks and communities of practice.
- ❑ Contributions to trainings for the operations/ projects staff on environment issues.

IV. Impact of Results

The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on development issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development and applies newly acquired skills

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Strong IT skills

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Demonstrates ability to take initiative, ensure efficient follow up, and work flexibly and effectively in multicultural teams
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong analytical skills, ability to work in an organized and systematic manner

VI. Recruitment Qualifications

Education:	Master's Degree in one of the following: Environmental Sciences, Environmental Management, Natural Sciences, Natural Resource Management, water resources management, generic Development studies with environmental specialisation or related field. This should be reflected in a good understanding of development issues, and policies and programmes relating to environment and natural resources management and their impacts on growth, human development and poverty reduction.
Experience:	<ul style="list-style-type: none"> • Minimum 2 years of relevant experience at the national or international level in providing advisory services in the area of environment and or energy. • Knowledge of international environmental issues; environmental management; environment conventions and treaties, especially on biodiversity, climate change and land degradation. • Experience in environmental governance would be an asset • Experience in programme development, project implementation and monitoring, financial management, collaboration with government and the international development community, particularly in Asia, would be an asset • Experience in biodiversity, agrobiodiversity, land

	<p>management, ecosystems, water resources management/irrigation, livelihoods or poverty-environment work/linkages is an asset.</p> <ul style="list-style-type: none"> • Knowledge of the Lao/South East Asia development context would be an asset • Proven communication and coordination skills. • Experience in the usage of computers and office software packages • Experience in handling of web based management systems
Language Requirements:	Fluency in English (written and spoken). Knowledge of French and/or Lao would be an asset.

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date