I. Position Information

| Job Code Title: Programme Analyst (Biodiversity and Climate Change) | Current Grade: NO-B (ICS-9) |
| Reports to: Assistant Country Director (ACD) (P)/ Head of the Sustainable Development Cluster | Approved Grade: NO-B (ICS-9) |
| Position Number: 00013245 | Position Classified by: |
| Department: Sustainable Development | Classification Approved by: |
| Position Status: (Non-Rotational) | |
| Contract type: Fixed-Term Appointment | |

II. Organizational Context

Under the guidance and direct supervision of ACD (P)/ Head of the Sustainable Development Cluster, the Programme Analyst is responsible for management of UNDP programme within the Sustainable Development area, particularly focusing on Biodiversity and Climate Change. The Programme Analyst analyzes political, social and economic trends and leads formulation, management and evaluation of programme activities within his/her portfolio, provides policy advice services.

The Programme Analyst supervises and leads programme support staff and coordinates activities of the projects’ staff. The Programme Analyst works in close collaboration with the operations team, programme staff in other UN Agencies, UNDP Regional Center in Bangkok and HQs staff and Government officials, technical advisors and experts, project staff, multi-lateral and bi-lateral donors and civil society ensuring successful Country Office (CO) programme implementation.

The Programme Analyst will participate in the UN Programme Coordination Group on Sustainable Development (PCG 8).

III. Functions / Key Results Expected

**Summary of Key Functions:**

- Implementation of programme strategies
- Management of the Country Office (CO) programme on Biodiversity and Climate Change
- Creation of strategic partnerships and implementation of the resource mobilization strategy.
- Provision of top quality advisory 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 country political, social and economic environment and preparation of substantive inputs to key strategic and policy documents, which direct and guide UN/DP support interventions to Viet Nam.
- Identification of areas for support and interventions within the area of Biodiversity and Climate Change.
- Identification of new windows of funding, especially for climate change and under GEF framework.
- Monitoring and analysis of the programme environment, timely readjustments in portfolio.
- CO business processes mapping and preparation of the content of internal Standard Operating Procedures in Results Management, control of the workflows in the Sustainable Development Cluster.
- Contributing to the monitoring and evaluation of the programme impact.

2. Ensures effective management of the CO programme in the area of Biodiversity and Climate Change, focusing on achievement of the following results:

- Proper planning, guidance, supervision and M&E to ensure effective project management and implementation for quality results.
- Effective application of Result Based Management (RBM) tools, establishment of management targets and monitoring achievement of results. Introduction of performance indicators/ success criteria, targets and milestones.
- Design and formulation of CO programme in the area of Biodiversity and Climate Change, translating UNDP’s priorities into local interventions. Coordination of programme implementation with the executing agencies/ implementing partners. Introduction of performance indicators/ success criteria, targets and milestones.
- Initiation of a projects, presentation of the project to Local Project Appraisal Committee (PAC), finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review. Programme Analyst can perform functions of Manager Level 1 in Atlas for POs and voucher approval, participates in recruitment and procurement processes for projects.
- Analysis of the situation in programme: financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of NEX projects.
- Follow up on audit recommendations. All exceptions are timely reported.
- Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports for donors.

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

- Implementation of the CO partnerships and resources mobilization strategies, focusing on project formulation to mobilize funds from Global Environmental Fund (GEF).
- Development of partnerships with the GEF Vietnam Operational Focal Point (OFP), GEF Global, UNDP Regional Centre in Bangkok, UNDP HQ, UN Agencies, International Financial Institution’s (IFI’s), 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, new sources/windows of funding, and active contribution to the overall office effort in resource mobilization.
- Sound contribution to the operation of the UN PCG on Sustainable Development (PCG8).
4. Ensures **provision of top quality advisory services and facilitation of knowledge building and management** focusing on achievement of the following results:

- Preparation of documents/speeches/briefing notes for UNDP contribution at important events.
- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learned directly linked to programme country policy goals.
- Support to development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.
- Synthesis of lessons learnt and best practices in programme.
- Sound contributions to knowledge networks and communities of practice, including networks on Sustainable Development, Biodiversity Conservation, Climate Change, Sustainable Forest Management, and Reducing Emissions from Deforestation and Forest Degradation (REDD) areas.
- Organization of trainings for the operations/projects staff on programme.
- Professional growth through active learning.

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**IV. Impact of Results**

The key results have an impact on the success of country programme within specific areas of Biodiversity and Climate Change. 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 and Critical Success Factors**

**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 advice.
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan 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.
- Good knowledge of the Results Management Guide and Toolkit
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change
Management and Leadership
- Focuses on impact and result for the client and responds positively to feedback
- Demonstrate strong team spirits, shows team building skills and conflict resolution skills
- 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

VI. Recruitment Qualifications

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<thead>
<tr>
<th>Education:</th>
<th>Master’s Degree in Natural Resources Management, Environmental Science, Business Administration, Public Administration, Economics, Social Science or related fields.</th>
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<tr>
<td>Experience:</td>
<td>At least 5 years of post Master’s relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Knowledge of Global Environment Fund (GEF) will be an advantage. Experience in the usage of computers and office software packages, experience in handling of web based management systems.</td>
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<td>Language Requirements:</td>
<td>Fluency in the UN and national language of the duty station.</td>
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VII. Signatures- Job Description Certification

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<thead>
<tr>
<th>Incumbent (if applicable)</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor</td>
<td>Dao Xuan Lai</td>
<td>Head a.i, Sustainable Development Cluster</td>
<td></td>
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<tr>
<td>Chief Division/Section</td>
<td>Christophe Bahuet</td>
<td>Country Director a.i.</td>
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