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| **I. Position Information** | |
| Job Title:  Position Number:  Department: UNDP  Reports to:  Direct Reports:  Position Status: Choose an item  Job Family: Yes | Grade Level: Choose an item  Duty Station:  Family Duty Station as of Date of Issuance:  Date of Issuance:  Closing Date:  Duration and Type of Assignment: Choose an item. |

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| II. Job Purpose and Organizational Context |
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| III. Duties and Responsibilities |
| In this section list the primary responsibilities of the position (Typically five). As needed add additional context below the responsibilities. Tip: Focus on what the job entails not how to do the job. |
| 1. **Knowledge management** (for example…) |
| 2) **UN coordination (for example…)** |
| 3) **Other tasks that may be required (for example…)** |

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| IV. Competencies and Selection Criteria | **Description of Competency at Level Required**  (For more comprehensive descriptions please see the competency inventory) |
| In this section list **all** 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: <https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx> | |
| ***Core*** |  |
| **Innovation**  *Ability to make new and useful ideas work* | Choose an item |
| **Leadership**  *Ability to persuade others to follow* | Choose an item |
| **People Management**  *Ability to improve performance and satisfaction* | Choose an item |
| **Communication**  *Ability to listen, adapt, persuade and transform* | Choose an item |
| **Delivery**  *Ability to get things done while exercising good judgement* | Choose an item |
| ***Technical/Functional*** | Detailed list of competencies can be accessed through <https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx>  and hiring managers are encouraged to familiarize themselves for more information |
| **Competency Name**  *Competency Definition* | Choose an item |
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| **V. Recruitment Qualifications** | |
| Education: | Master's degree in social policy, public policy, politics, economics, development studies or a related area. |
| Experience: | List out:  **Please do not duplicate what has been covered in the responsibilities & competency section.** |
| Language Requirements: | Proficiency in English. Working knowledge of other UN language desirable |
| Other: | Describe any additional qualifications:   * Non-Smoking environment |