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| **I. Position Information** |
| Job Title: Position Number: Department: UNDPReports to: Direct Reports: Position Status: Choose an itemJob Family: Yes | Grade Level: Choose an itemDuty 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…)
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| 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
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