UNDP Job Description Template

Explanatory Note

The new Job Description consists of five sections:

* Position Information
* Job Purpose and Organizational Context
* Duties and Responsibilities
* Competencies
* Recruitment Qualifications

# 1. Position Information

1.1 Enter the job code title, position number, department, reporting relationships, position status (rotational/non-rotational), grade level, duty station, date of issuance, closing date, type of appointment.

# 2. Job Purpose and Organizational Context

2.1 Identify the primary purpose of the position: level of responsibility/ accountability, enabling environment, internal / external focus of the job.

2.2 Level of responsibility/accountability. Indicate the level of responsibility which can be supporting a process, managing the process, content management, managing and approving transactions, managing and approving operations, setting policies and strategies, defining the vision, etc.

2.3 Enabling environment. Indicate the role and engagement of the incumbent in the peer community.

2.4 Internal/External focus of the job. Indicate the purpose of internal/external contacts and level of contacts.

**3. Duties and Responsibilities**

* 1. Present in order of importance a summary of key functions followed by a breakdown per function which clarifies the nature of the specific contribution of the position and expected results of the function. Do not be activities or task-specific. It is advisable to limit the job description to five key functions and expected results.

# 4. Competencies

4.1 Describe the knowledge, skills, abilities and behaviors needed to achieve the expected results. Corporate competencies are attributes important for successful performance in the organizational culture, e.g. core values and corporate commitment. Functional/technical competencies are attributes demonstrating efficient application of substantive knowledge, e.g. specialized knowledge. Managerial competencies are managing relationships, managing complexity, people development, etc. Behavioral competencies are people or networking skills etc. Competencies and their indicators can be different for managers and other staff. Competencies should be linked to the annual PMD.

# 5. Recruitment Requirement

5.1 Describe the minimum qualifications required to perform the duties of the position. In case of reclassification of a position, requirements may not be equivalent to those of the incumbent.

5. 2 Education. Indicate the minimum education requirements (secondary education, University degree in\_\_, Advanced University degree in\_\_, Doctorate in\_\_). Requirements are different for GS and professional positions (ref. generic job descriptions).

5.3 Experience. Indicate extent (years), type and level of experience.

5.4 Language Requirements. Indicate proficiency required in one, two or three UN languages.