

United Nations JPO Programme



TERMS OF REFERENCE 21P212

Junior Professional Officer (JPO)

I. General Information

Title: JPO in Sustainable Development (Entrepreneurship Development)

Sector of Assignment (e.g, Economic development, Humanitarian Affairs, Administration etc): Business Affairs

Organization/Office: Office of the United Nations Resident Coordinator

Duty Station: Pretoria, South Africa

[Non-Family Duty Station: yes / no

Duration: 1 year (with the possibility of extension)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor: Strategic Advisor and Head of Resident Coordinator's Office

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

The yearly work-plan evaluation would be completed after the first year of service with close performance monitoring and appraisal as required. Ongoing discussions would take place between the supervisor and supervisee throughout the reporting period regarding tasks to be performed. This would include daily meetings to review priorities and status of activities, regular guidance on how to accomplish work assignments and meet goals, routine feedback on work products, monitoring of progress against work plan, and periodic informal assessment of performance.

III. Duties, Responsibilities and Output Expectations

The JPO will support the RCO in the implementation of the signature project “Business Solution Centres” (BSCs) as one of the deliverable mechanisms of the District Development Model partnership between the UN in South Africa and the Government of South Africa, fulfilling the following activities:

- Support the design and implementation of the BSCs for three pilot districts
- Support the projects and activities to be carried out through the BSCs for three pilot districts
- Identify the main areas of support to entrepreneurship development in the pilot districts, with focus on SMMEs, women entrepreneurs and youth skills development.
- Align identified areas of support with the Strategic Pillars of the UNSDCF, with focus on Pillars 1 and 4, and integrate these into the Joint Work Plans of the Results Groups
- Work with UN Results Groups, department of COGTA and roll-out districts to develop interventions that respond to the identified support areas
- Develop implementation plans with all partners and provide regular monitoring and oversight on implementation
- Prepare regular reports to the UNCT and Department of COGTA on work progress
- Work with partners to assess the impact of interventions and produce evidence-based evaluation report
- Identify global best practices on similar models that could benefit South Africa’s support to entrepreneurship development.
- Document evidence, lessons learned, success stories and gaps in the implementation of the BSCs in an effort to improve programmes, and maintain accessible databases on best practices;
- Lead efforts to establish partnerships to support implementation of the BSCs (private sector and civil society)
- Develop systems to produce and disseminate information products (e.g. needs and activity summaries, maps of interventions and gaps) and ensure their regular availability to the main stakeholders of the BSCs.

Carry out any other duties as may be requested by the UN and Department of COGTA in support of the DDM and the BSCs.

IV. Qualifications and Experience

Education:

Advanced university degree (Master's degree or equivalent) in Business Management, Development Studies, Development Economics, Environmental Policy, Local Government, Monitoring and Evaluation, or related field.

Work experience:

A minimum of 2 years of relevant work experience in/with entrepreneurship development; experience in social/economic/sustainable development and/or policy analysis is desirable.

- Experience in entrepreneurship policy design, implementation, and training
- Experience in providing technical support to women-led small businesses and youth skills development.
- Solid knowledge of key business concepts and models
- Familiarity and practical experience with business centres, incubators and accelerators
- Substantive knowledge in business planning methods
- Ability to promote business awareness and networking
- Leading integrated responses that include different spheres of Government
- Experience in programme and/or technical assistance with the UN System
- Excellent knowledge of policies and guidelines related to implementing the SDGs
- Effective communication, networking and organizational skills and ability to work well in a team
- Experience in building multi-sector partnerships

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required.

Other skills:

- Advocacy/Advancing a policy-oriented agenda - Influencing the public policy agenda
- Political/cultural acumen in proposing technically sound, evidence-based approaches/solution
- Results-based programme development and management - Achieving results through programme design and innovative resourcing strategies
- Building strategic alliances and partnerships
- Facilitating change and influences senior decision makers to implement change strategies
- Resource mobilization - Contributing to the development of a resource mobilization strategy
- Excellent organizational skills and analytical skills
- Excellent communication and drafting skills for effective reporting;
- Good knowledge of the Microsoft Office Suite, to include Word, Excel, and PowerPoint;
- Ability to operate in a cross-cultural environment requiring flexibility
- Knowledge of the institutions of the UN system is an asset.

UN competencies:

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

CLIENT ORIENTATION: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside

and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

As an active RCO team member, efficient, timely, responsive, client-friendly and high-quality support rendered to RCO – South Africa and its beneficiaries in the accomplishment of her/his functions, including:

- Results and Theme Group Coordination
- Assessment and Strategic Planning
- Partnership Building
- Policy Dialogue and Technical Engagement
- Information Management
- Monitoring, Evaluation and Reporting

VI. Background Information

The Government of South Africa is currently starting to roll out the District Development Model (DDM), which is a new integrated approach to guide investment and service delivery at a local level. The DDM involves the three spheres of Government, aiming to achieve through joint work developmental objectives and outcomes in 44 districts and 8 metropolitan spaces over a multiyear period and over multi-term electoral cycles.

At the request of the South African Ministerial Department of Cooperative Development and Traditional Affairs (COGTA), the United Nations in South Africa will be supporting the implementation of the DDM. The support will be initially directed to three DDM pilot districts, namely: OR Tambo, Waterberg and eThekweni. A Joint COGTA/UN Technical team has engaged in extensive consultations with the districts to understand the key development priorities in each of the three areas and reviewed existing plans and interventions in response to these priorities. This process has enabled the identification of specific areas of support the UN can provide to the districts, building on existing work and addressing specific gaps.

The outcome has been the development of implementation plans built on three interrelated pillars: Unlocking Economic Value Chains, Social Transformation and Service Delivery Enhancement.

The first pillar, on Unlocking Economic Value Chains, encompasses the development of tools and unlocking of opportunities for inclusive and sustainable economic growth. To realise these goals, the UN aims to support/enhance the institutions devoted to small business development and entrepreneurship, having Business Solution Centres (BSCs) as key delivery mechanisms. These centres will consist of business development services for micro- and small-sized enterprises with special focus on women- and youth-led SMMEs. Operationally, the BSCs will be facilities embedded in the districts' institutional architecture that already exists in support of small business development. These facilities will offer a range of services to assist small businesses and aspiring entrepreneurs in overcoming obstacles such as lack of management skills and access to capital and market entry. Through this provision, training and services will endow these groups with the skills and capabilities to succeed in the economic ecosystem. The ultimate goal is to help local informal businesses to grow, create backward and forward linkages, join the formal sector and become dynamic sources of income and job creation.

The first steps in this endeavour has been a consultative process to gauge the needs, ideas and opinions of the local socio-economic actors with a view to identifying local specificities and demands. In addition, the initial plans have included a mapping exercise, aimed at identifying the institutions, agencies and others operating in the space of business development. The ultimate purpose is to avoid duplication and contribute to the formation of synergised

partnerships. Above all, the mapping exercise and the consultative process are expected to create the opportunity for mutual knowledge building, enhanced coordination and coherence within an ecosystem, and greater efficacy and results delivery.

In moving towards the operationalisation of the BSCs, key steps thus include:

- A broad consultative process that encompasses a wide range of stakeholders, and that therefore includes representatives of the local community such as local authorities, business associations, civil society organisations and successful individual entrepreneurs.
- A mapping exercise of the existing institutional architecture that supports business development and entrepreneurship, in order to have a clearer idea of who the providers of business services are, and identify the existing gaps and obstacles that can be addressed to strengthen support to different kinds of businesses in the districts.
- Identification of resources needed for the BSCs to match the district needs and gaps; and a UN focus on the institutional support and services that is in line with its strengths and comparative advantages.
- The buildup of an inter-agency technical team dedicated to the full operationalization of the BSCs.

Organizational Setting

Within the delegated authority and under the supervision of the Resident Coordinator or her designated mandated representative(s), the JPO will work within the RCO team to support the implementation of the Business Solution Centrea (BSCa) as the deliverable mechanisms of the first pillar of the implementation plan of the District Development Model (DDM).

The JPO will be located in the Office of the Resident Coordinator in South Africa, will be an integral part of the broader technical team working on the implementation of the BSCs and will work closely with the Unit within the Department of COGTA leading the work of the DDM.

The JPO will thus be a key UN person linking the UN, Government and other non-governmental partners (private sector and civil society).

Regular reporting to the UNCT on progress of the BSCs' implementation will be necessary.