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|  | **UNITED NATIONS DEVELOPMENT PROGRAMME**  **JOB DESCRIPTION** |

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| **I. Position Information** | |
| Job Code Title:  Position Number:  Department:  Reports to:  Reports:  Position Status: *(Rotational/non-Rotational*) | Current Grade:  Approved Grade:  Position Classified by:  Classification Approved by: |

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| II. Organizational Context |
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| III. Functions / Key Results Expected |
| Summary of key functions: |
| 1. Function / Expected Results |
| 2. Function / Expected Results |
| 3. Function / Expected Results |
| 4. Function / Expected Results |
| 5. Function / Expected Results |

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| IV. Impact of Results |
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| V. Competencies |
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| **VI. Recruitment Qualifications** | |
| Education: |  |
| Experience: |  |
| Language Requirements: |  |

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| **VII. Signatures- Post Description Certification** |
| Incumbent *(if applicable)*  Name Signature Date |
| Supervisor  Name / Title Signature Date |
| Chief Division/Section  Name / Title Signature Date |