



UNITED NATIONS DEVELOPMENT PROGRAMME Job Description

I. Position Information

Job Code Title: **Assistant Resident Representative (Programme)**
Position Number: 000000306
Level : ICSC 10
Department: Programme
Reports to: Resident Representative
Position Status: *(Non-Rotational)*
Effective date: 01.01.2019

II. Organizational Context

Under the guidance of the RR/RC, the Assistant Resident Representative Programme (ARR-P) acts as a manager of and advisor to Senior Management on all aspects of CO programme, covers a broad range of programmatic issues ranging from participation in CCA and UNDAF processes, joint programmes and UNDP projects and programmes within the UNDAF results matrix.

Under the overall guidance of the RR/RC the ARR-P leads the programme team in strategic planning, programme formulation and monitors programme effectiveness and delivery while ensuring consistency with UNDAF/CPD priorities. Advises the RR/RC on course correction and creative responses to emerging complex challenges.

ARR-P heads and supervises Programme team and works in close collaboration with the Management Support and Business Development, Operations team in the CO, Programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society to successfully implement the UNDP programme.

In addition, ARR-P acts as a focal point for operationalization of SHD in the context CPD including the Governance area, with particular emphasis on state's reform, Economic Growth and Climate Resilience and Social Cohesion Areas (coordinating approach for programmes and projects through GEF and Global Fund for Malaria Tuberculosis and HIV/AIDS); HACT and Human rights. The incumbent is also substantive focal point for Country Office Evaluation Dashboard including Quality Assessment (QA); NIM/NGO and for Gender Mainstreaming and supervises directly the management of all financial resources linked to the programme. The incumbent supervises Programme Staff including Economic branch. Acts as Officer-in-Charge as needed.

III. Functions / Key Results Expected

Summary of Key Functions:

- Ensuring the strategic direction of UNDP programme
- Management of the CO programme and supervision of the Programme team
- Strategic partnerships and support to resource mobilization
- Provision of top quality policy advice services to the Government and facilitation of knowledge building and management
- UNDAF and Country Programme Results Matrix; Annual Integrated Work Plan and Results Oriented Annual Report (ROAR); Country Programme Indicator Results and Resources Framework (IRRF)

1. As a member of the CO management team, ensures **the strategic direction of UNDP programme** focusing on achievement of the following results:
 - thorough analysis of the political, social and economic situation in the country and coordinate preparation/revision of CCA, UNDAF, CPD, PA-UNDAF, AWP and other documents.
 - Identifies of strategic programme areas of cooperation.
 - Operationalization of UNDAF/CPD in collaboration with the main partners and other UN Agencies. Identification of possibilities for joint programming.
 - Analysis and presentation of UNDP policies and their implementation in the CO.
 - CO business processes mapping and establishment of internal Standard Operating Procedures in Results Management, control of the workflows in the Programme Unit.
 - Coordinates and provides substantive contributions from UNDP in the CCA and UNDAF, promotes thematic and sectoral synergies and coordination of programme activities and execution;
 - Leases the programme team in programme formulation and networking to ensure a programme which is relevant and responsive to changes in the country context;
 - Advices the RR/RC on country programme development and delivery, identifies approaches.

2. Ensures effective **management of the CO programme and supervision of the Programme team** focusing on quality control of the full cycle of programming from formulation to implementation achieving the following results:
 - Effective application of RBM and POPP tools, establishment of management targets (BSC) and monitoring achievement of results.
 - Design and formulation of CO programme within the area of responsibility, translating UNDP priorities into local interventions. Coordination of programme implementation with the executing agencies.
 - Strategic oversight of planning, budgeting, implementing and monitoring of the programme, tracking use of financial resources in accordance with UNDP rules and regulations. ARR/P performs the function of Manager Level 2 in Atlas for development projects transactions approval.
 - Effective monitoring, measuring the impact of the CO programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme.
 - Follow up on audit recommendations. All exceptions are timely reported.
 - Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.
 - Organization of cost-recovery system for the services provided by the CO to projects in close collaboration with Operations Manager.

3. Establishes and maintains **strategic partnerships and supports the resource mobilization in cooperation with the Management Support and Business Development Team** focusing on achievement of the following results:
 - Supports overall resource mobilization with a focus on the Annual Plan of UNDAF and ensures that UNDP mobilizes the support needed for the RC function, organizing and participating in relevant consultations activities;
 - Advocates for UNDP with government counterparts, donor community, international financial institutions and the UN;
 - Represents UNDP in the UNCT and in international fore as requested by RR/RC.

4. Ensures **provision of top quality advisory services and facilitation of knowledge building and management** focusing on achievement of the following results:
- ❑ Advocates for UNDP with Government counterparts and ensures access to best available expertise;
 - ❑ Promotes identification and synthesis of best practices and lessons learned from the country programme for organizational sharing and learning;
 - ❑ Supports capacity–building of national counterparts;
 - ❑ Promotes a knowledge sharing and learning culture in the Country Office;
 - ❑ Supervises and participates in backstopping of NIM/NGO by CO in particular (i) organization of periodic NIM/NGO supervision and training sessions; (ii) preparation of annual NIM/NGO project audits, comments on draft audit reports as well as response to the related UNDP Headquarters comments.
 - ❑ Maintains liaison with Government and other national counterparts on issues related to programme or project formulation, execution and backstopping by the Country Office
 - ❑ Ensure coordination and integration of UNDP interventions with related development initiatives in the country including the transversal services lines (VIH/SIDA), Gender).
5. Within the UNDAF results matrix and the Annual Plan of UNDAF focusing **on day-to-day management of the UNDP Programme** achievement of the following results:
- a. Programme management: the incumbent manages UNDP's commitments within the UNDAF Results Matrix, ensures effective application of Managing Change tools, monitors unit work plans and programme effectiveness and achievement of results, the incumbent maintains regular contact with project and programme counterparts, with special emphasis on national execution. Leads strategic planning, programme formulation and monitors programme effectiveness and delivery, identifying obstacles to meeting delivery targets and programme or project objectives and formulate remedial actions;
 - b. Financial management: the incumbent, having a senior manages rights in Atlas, ensures the integrity of financial systems, reviews of budget requirements and the consistent application or rules and regulations. Ensures cost-recovery system for the services provided by the CO to projects in close collaboration with the ARR-O;
 - c. Human Resources management: in consultation with the RR/RC, the incumbent is responsible for recruitment, performance and career management and supervision of UNDP Programme and projects staff to motivate and promote organizational excellence;
 - d. Team work: Promotes cross-unit teamwork;
 - e. Routinely monitors financial exception reports for unusual activities, transactions and investigates anomalies or unusual transactions. Informs supervisors and other UNDP staff at Headquarters of the results of the investigation when satisfactory answers are not obtained.

IV. Impact of Results

The key results have an impact on the overall success of the country programme and reaching UNDAF/CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies and Critical Success Factors

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

Level 2: Analysis and creation of messages and strategies

- Creates effective advocacy strategies
- Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses

Results-Based Programme Development and Management

Level 1.1: Contributing to results through provision of information

- Provides information for linkages across programme activities to help identify critical points of integration
- Provides information and documentation on specific stages of projects/programme implementation
- Provides background information to identify opportunities for project development and helps drafting proposals
- Participates in the formulation of project proposals

Building Strategic Partnerships

Level 2: Identifying and building partnerships

- Effectively networks with partners seizing opportunities to build strategic alliances relevant to UNDP's mandate and strategic agenda
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners
- Promotes UNDP's agenda in inter-agency meetings

Innovation and Marketing New Approaches

Level 2: Developing new approaches

- Seeks a broad range of perspectives in developing project proposals
- Identifies new approaches and promotes their use in other situations
- Creates an environment that fosters innovation and innovative thinking
- Makes the case for innovative ideas from the team with own supervisor

Resource Mobilization (Field Duty Stations)

Level 2: Implementing resource mobilization strategies

- Analyzes information on potential bilateral donors and national counterparts to recommend a strategic approach
- Identifies and compiles lessons learned
- Develops a resource mobilization strategy at the country level

Promoting Organizational Learning and Knowledge Sharing

Level 2: Developing tools and mechanisms

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches

- Identifies new approaches and strategies that promote the use of tools and mechanisms

Job Knowledge/Technical Expertise

Level 2: In-depth knowledge of the subject-matter

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally
- Have a solid managerial and supervisory skills, be practical analytical and innovative.
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments

Global Leadership and Advocacy for UNDP's Goals

Level 2: Analysis and creation of messages and strategies

- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses
- Uses the opportunity to bring forward and disseminate materials for global advocacy work and adapts it for use at country level

Client Orientation

Level 2: Contributing to positive outcomes for the client

- Anticipates client needs
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider
- Demonstrates understanding of client's perspective
- Solicits feedback on service provision and quality

Core Competencies:



- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Building staff competence, creating an environment of creativity and innovation
- Building and promoting effective teams
- Creating and promoting enabling environment for open communication
- Creating an emotionally intelligent organization
- Leveraging conflict in the interests of UNDP & setting standards
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Fair and transparent decision making; calculated risk-taking

Prince2 training and certification, RMG

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field.
Experience:	7 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments. Strong leadership, abilities and negotiating skills; ability to work under pressure; excellent drafting, analytical and organizational skills. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
Language Requirements:	Excellent Portuguese, especially written, as well as in French (official Government language). Good working level in English highly desirable (most of UNDP directives, manuals, circulars and reporting in English).

VII. Signatures- Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name : Zahira Virani Title : RR Chief Division/Section	 Signature	Date 12.10.2018
Name: Zahira Virani Title : RR	 Signature	Date 12.10.2018