

Job Description

Post Title: Assistant Representative – Health
Country: Morocco
Level: ICS 10 (NO-C)

Functions and Responsibilities:

Under the guidance and supervision of the Representative, and in close coordination with the Programme Coordinator, the Assistant Representative substantively contributes to the effective management of UNFPA activities in the area of reproductive health in the context of national health reform and health sector-wide approach. He/she works closely with the Programme Analyst/RH.

He/she analyzes and assesses relevant political, social, cultural and economic trends and provides substantive inputs to health programme formulation and evaluation, joint programming initiatives and national development frameworks, in the spirit of the Paris Declaration and Accra Agenda for Action. The Assistant Representative guides and facilitates the delivery of UNFPA's programme of cooperation in the context of the sector-wide approach by monitoring results achieved, evaluating lessons learned, and assessing efficiency. He/she ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

The Assistant Representative facilitates the work of consultants, advisors and experts and establishes and maintains collaborative relationships with counterparts in government, multi lateral and bi-lateral donor agencies and civil society to address emerging issues.

The Assistant Representative must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving the ICPD agenda. The AR is a substantive contributor to the programme team in the Country Office, in collaboration with Government counterparts, NGOs and other development partners.

- Provides substantive inputs and advice to the formulation and design of the country programme and its annual workplans in line with Government priorities and according to UNFPA programme policies and procedures. Ensures quality of programme/project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Analyzes and interprets the political, social and economic environment relevant to population and development, reproductive health and gender and identifies opportunities for UNFPA assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks and prepares briefs and inputs for policy dialogue, technical assistance coordination and development frameworks.
- Analyzes and reports on programme progress in terms of achieving results, using existing monitoring and evaluation tools and introducing new mechanisms and systems; identifies

constraints and resource deficiencies and recommends corrective action. Monitors projects expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels.

- Expedites and coordinates programme implementation establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies facilitating timely and efficient delivery of project inputs and addressing training needs of project personnel
- Helps create and document knowledge about current and emerging trends in population and development issues, by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.
- Assists advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events.
- Carries out any other responsibility given by the Representative.

Functional Competencies

- **Results-based programme development and management**
Contributes to the achievement of results through primary research and analysis and effective monitoring of programme/project implementation. Uses analytical skills to identify opportunities for project development and participates in the formulation of proposals ensuring substantive rigor in the design and application of proven successful approaches.
- **Innovation and marketing of new approaches**
Enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.
- **Leveraging the resources of national governments and partners/Building strategic alliances and partners**
Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and to share information. Analyzes and selected materials for strengthening strategic alliances with partners and stakeholders.
- **Advocacy/Advancing a policy oriented agenda**
Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts and takes opportunities for advocating for UNFPA/s mandate.
- **Resource mobilization**
Provides inputs to resource mobilization strategies analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors.

Corporate Competencies:

Values

Integrity/Commitment to mandate

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken. Demonstrates personal commitment to UNFPA's mandate and to the organizational vision.

Knowledge sharing/Continuous learning

Takes responsibility for personal learning and career development and actively seeks opportunities to learn through formal and informal means. Learns from others inside and outside the organization adopting best practices created by others. Actively produces and disseminates new knowledge.

Valuing diversity

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context and shows respect, tact and consideration for cultural differences. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

Managing Relationships

Working in teams

Works collaboratively with colleagues inside and outside of UNFPA to allow the achievement of common goals and shared objectives. Actively seeks resolution of disagreements and supports the decisions of the team.

Communicating information and ideas

Delivers oral and written information in a timely, effective and easily understood manner. Participates in meetings and group discussions actively listening and sharing information. Frankly expresses ideas with the intent to resolve issues, considers what others have to say and responds appropriately to criticism.

Conflict and self management

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Expresses disagreement in constructive ways that focus on the issue not the person. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

Working with people

Empowerment/Developing people/Performance management

Integrates himself/herself into the work unit seeking opportunities to originate action and actively contributing to achieving results with other members of the team. Knows his/her limitations and strength, welcomes constructive criticism and feedback and gives honest

and contractive feedback to colleagues and supervisors. Seeks new challenges and assignments and exhibits a desire to learn. Accepts responsibility for personal performance participating in individual work planning and objective setting seeking feedback and acting to continuously improve performance.

Personal Leadership and Effectiveness

Analytical and strategic thinking

Uses appropriate analytical tools and logic to gather, define and analyze information, situations and problems and draws logical conclusions from data. Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities which have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

Results orientation/Commitment to excellence

Strives to achieve high personal standard of excellence. Takes action that goes beyond responding to the obvious needs of the situation and persists until successful outcomes are achieved.

Appropriate and transparent decision making

Makes timely and appropriate decisions taking into consideration various and complex issues and takes responsibility for the impact of decisions.

<u>Other Job Requirements:</u>

Academic Requirements:

At least Master's degree in health economics, health policies, sociology, and/or any related field; excellent knowledge in policy making, health systems development, health financing, budgeting, human rights approach, gender planning analysis and budgeting.

Experience:

At least 7 years professional experience preferably in programme management in the public sector and/or with NGOs; experience with UN system an asset. Proven skills in policy analysis, advocacy and negotiation.

Languages:

Excellent command of oral and written French and Arabic. Good command of English.

Computer skills:

Proficiency in current office software applications, specifically in Microsoft Office suite; good command of internet.

DEPOT DE CANDIDATURE

Les candidat(e)s intéressé(e)s voudront bien adresser, **au plus tard le 4 septembre 2009**, une lettre de candidature indiquant le **titre du poste** dans une enveloppe confidentielle adressée à Mme Aicha Yamani, Assistante de la Représentante, UNFPA, à l'adresse suivante : UNFPA, Casier ONU, Rabat-Chellah. Cette lettre sera accompagnée d'un curriculum vitae détaillé, des photocopies des diplômes ainsi que des lettres de recommandations.

Seules les candidatures répondant aux critères sus-mentionnés seront prises en considération.

