

## Job Description

**Post Title:** Assistant Representative (Programme Coordinator)  
**Country:** Morocco  
**Level:** ICS 11 (NO-D)

The Assistant Representative functions under the guidance and supervision of the UNFPA Representative. The Assistant Representative leads the programme team, inspiring it to translate the global, regional and country goals into specific results.

He/She designs, develops and manages an innovative and responsive country programme. The Assistant Representative substantively contributes to the management of UNFPA activities in the areas of population and development, reproductive health and gender. Acting as an advisor, the Assistant Representative proactively provides the Representative with information on achievement of results in the implementation of UNFPA programmes.

He/she responds creatively to complex challenges and frequently changing demands in terms of a fluctuating resource base, multiple funding arrangements and donor contacts, and complex programme execution modalities. The Assistant Representative advances the ICPD policy agenda in a politically sensitive environment responding to changing substantive priorities of Governments. He/She advocates and advances UNFPA's policy agenda by participating in public information events.

The Assistant Representative facilitates and coordinates technical advice and expertise; and promotes partnership, synergy and strategic alliances with national, bilateral and multilateral partners. He/she contributes to UN systems coordination through participation in policy dialogue and provision of inputs into joint common system initiatives.

He/she acts on behalf of the Representative in his or her absence.

- Conducts substantive policy dialogue with national partners, UN agencies and other development partners to facilitate the incorporation of UNFPA's programme priorities and ICPD agenda into national plans and strategies, UN systems initiatives and development frameworks (CCA, UNDAF, SWAPs, Sector programmes, ...)
- Translates global and regional strategies into country specific advocacy strategies, creates and delivers effective evidence-based advocacy messages to promote UNFPA's programme goals taking into account political and social sensitivities.
- Promotes a results focus and human rights based approach and integrates innovative policies and strategies into the design and formulation of country programmes and work plans based on strategic priorities and responsive to the countries' needs in the areas of reproductive health, population and development and gender. Creates substantive knowledge of population and development, reproductive health and gender issues in the country, assesses technical assistance needs in these areas and advises on the suitability of programmes and work plans to meet these needs.
- Provides substantive leadership and inputs into the design and formulation of programmes, translating UNFPA's mandate and strategic priorities into national interventions, and responding to Government plans and priorities. Introduces into the planning process the

results of programme and project reviews and evaluations, best practices, as well as innovative strategies, approaches and policies.

- Advises and reports on achievement of programme results, proactively measuring substantive progress and the effective utilization of financial and human project resources using appropriate monitoring and measuring mechanisms and tools. Leads programme implementation guiding and orienting executing agencies and national personnel introducing effective modalities and practices of implementation.
- Facilitates the achievement of programme results by identifying, providing and coordinating substantive and technical inputs into programme development and implementation, ensuring substantive oversight and coordinating the inputs of consultants and technical experts.
- Promotes knowledge sharing and continuous learning, testing, linking and documenting innovative strategies, approaches, lessons learned and best practices inside and outside UNFPA and replicating these strategies and approaches. Ensures that programme staff integrate new substantive policies, methodologies and tools (results-orientation, gender concepts, rights-based approach, etc) into programming.
- Mobilizes co-financing resources for support to the country programme recommending a strategic approach and encouraging Country Office action. Assists the government and other executing agencies in the coordination of assistance for population programmes.

### **Functional Competencies**

#### **Advocacy/Advancing a policy oriented agenda**

Creates effective evidence-based advocacy messages and strategies using opportunities to bring forward and disseminate advocacy work. Performs analysis of economic and political situations and scenarios and contributes to the formulation of institutional responses.

#### **Results-based programme development and management**

Achieves results by effectively monitoring, evaluating programmes and projects and managing the projects' human, financial and information resources. Seeks out best practices and innovative approaches and applies them to programme/project development and implementation.

#### **Innovation and marketing of new approaches**

Seeks a broad range of perspectives in developing project proposals using documented successes and lessons learned in the design of innovative approaches. Identifies new approaches that are replicable, generalizable and promotes their use in other situations.

#### **Leveraging the resources of national governments and partners/Building strategic alliances and partners**

Effectively networks with partners seizing opportunities to build strategic alliances with institutions and individuals relevant to UNFPA's mandate and strategic agenda. Sensitizes UN partners, donors and government authorities to the Fund's strategic agenda, identifying areas for joint efforts.

### **Resource mobilization**

Analyzes information on potential bilateral donors and government authorities to recommend a strategic approach. Promotes and encourages Country Office action for increased contribution to core resources, including cost sharing modalities

<b><u>Corporate Competencies:</u></b>
---------------------------------------

### **Values**

#### **Integrity/Commitment to mandate**

Maintains consistent values and performance standards and expresses UN/UNFPA core values in all functions and roles. Exercises critical judgment in analyzing institutional directions, procedures and guidelines in order to contribute to the improved fulfillment of the mandate.

#### **Knowledge sharing/Continuous learning**

Encourages the learning of others by acknowledging their skill sets and expertise and creating learning opportunities. Creates mechanisms to collect and share knowledge evaluating project and ongoing experience for lessons learned.

#### **Valuing diversity**

Demonstrates inclusive behavior towards all colleagues and stakeholders, successfully developing cross-cultural relationships. Adapts programme/project implementation to take account of the political, religious and cultural context. Actively promotes gender equity in all programme activities as well as in office management.

### **Managing Relationships**

#### **Working in teams**

Promotes teamwork and harmony collaborating with team members integrating others' ideas into his/her thinking. Leverages the different experiences and expertise of members to achieve better, more innovative outcomes.

#### **Communicating information and ideas**

Encourages open communication in the team demonstrating the ability to see issues and situations from team members' perspective. Frankly expresses ideas and concerns and encourages dialogue to develop an optimal solution without jeopardizing rapport with colleagues.

#### **Conflict and self management**

Surfaces conflicts and addresses them proactively acknowledging feelings and views of all sides and redirecting energy towards a mutually acceptable solution. Creates a climate of enthusiasm and flexibility where people feel encouraged to be innovative and give their best.

### **Working with people**

### **Empowerment/Developing people/Performance management**

Delegates appropriate responsibility, accountability and decision-making to staff and recognizes and rewards effort and achievement. Builds staff competence helping them to conceptualize long-term development goals and to reach a higher performance level. Manages the performance of others by conducting work planning, providing helpful feedback, expressing appreciation and addressing poor performance fairly and consistently.

### **Personal Leadership and Effectiveness**

#### **Strategic and analytical thinking**

Develops a long-term strategic perspective on issues and programmes converting UNFPA strategic goals into plans and action. Applies results of analysis building persuasive arguments based on logic, data and the objective merits of a situation.

#### **Results orientation/Commitment to excellence**

Ensures that work methods and processes are effective and appropriate for the achievement of desired results and seeks ways to maximize the efficient use of resources. Redirects staff activities to ensure timely completion of the unit's work using tact and sensitivity.

#### **Appropriate and transparent decision making**

Makes decisions in a fair, transparent and expeditious manner in light of available information and commits to a position.

<b><u>Other Job Requirements:</u></b>
---------------------------------------

#### **Academic Requirements:**

At least Master's degree in international relations, population sciences, demography, public/social policies, economics, sociology, and/or other related field. Excellent knowledge in human rights approach, gender planning, analysis and budgeting.

#### **Experience:**

At least 10 years professional experience preferably in development programme/project management in the public or private sector. Proven skills in analysis, leadership, negotiation, results-based management.

#### **Languages:**

Fluency and excellent command of Arabic and French, both verbal and written, good command of English.

#### **Computer skills:**

Proficiency in current office software applications, and web-based applications.

### **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.