



LEADER IN REPRODUCTIVE HEALTH AND POPULATION AND DEVELOPMENT

Assistant Representative

Closing date: 04 March 2012
Location: Brasilia, Brazil
Type of contract: FTA
Level: ICS10
Duration: One year

Organizational Context (focusing on leadership role, enabling environment and context)

Under the guidance of the Representative and the direct supervision of the Deputy Representative the Assistant Representative has a dual role. He/she is the primary implementer of the Country Programme as well as playing a leadership role with a programme team in the country office. The Assistant Representative substantively contributes to the management of UNFPA activities in the areas of reproductive health, gender, population and development. Acting as an analyst/advisor, the Assistant Representative proactively provides the Representative with information on achievement of results in the implementation of UNFPA programmes.

The Assistant Representative establishes and maintains collaborative relationships with counterparts in government, multi lateral and bi-lateral donor agencies, private sector and civil society to address emerging issues and to facilitate programme delivery.

He/she must effectively influence counterparts from diverse backgrounds to jointly contribute to advance the ICPD policy agenda. The Assistant Representative acts on behalf of the Representative/Country Director in his or her absence.

Results-Oriented Functional Statement (focusing on individual contribution, engagement, communities of interest and impact of action)

- Creates substantive knowledge of reproductive health, gender, population and development issues in the country, assesses technical assistance needs in these areas and advises on the suitability of programmes and projects to meet these needs. Addresses policy issues and provides substantive inputs to facilitate policy dialogue and the incorporation of these policies into national plans and strategies, UN systems initiatives and development frameworks (CCA, UNDAF, PRSPs, SWAPs, CAPs, MDG);
- Provides substantive leadership and inputs into the design and formulation of programmes and projects translating UNFPA's mandate and strategic priorities into local interventions, and responding to Government plans and priorities. Introduces into the project formulation 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 and project results, proactively measuring substantive progress and the effective utilization of financial and human project resources using appropriate monitoring and measuring mechanisms and tools. Leads the reproductive health programme and project implementation guiding and orienting executing agencies and project personnel introducing effective modalities and practices of implementation;
- Creates and documents knowledge by evaluating programmes, projects and ongoing experience for lessons learned, best practices and replicable strategies and approaches and actively shares and applies this knowledge. Creates mechanisms to collect and share knowledge;
- Analyzes reproductive health, population and development issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities. Takes opportunities to advocate and advance UNFPA's policy agenda by participating in public information events.
- Contributes to the resource mobilization strategy by analyzing info on potential donors, preparing substantive briefs and project proposals in line with donor priorities, creating feedback mechanisms and providing information on progress of donor funded projects. Identifies opportunities for cost-sharing.

<u>Functional Competencies</u>

- **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

<u>Corporate Competencies:</u>

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.

<u>Job Requirements:</u>

Academic Requirements

- Master's degree in health and/or other related social science field.

Experience

- Eight to ten years preferably in programme/project management in the public or private sector;
- Experience working with the UN System will be an asset.

Language

- Fluency in Portuguese and English (oral and written). Knowledge of Spanish will be an asset.

Computer Skills

- Proficient in current software applications.

Others

- Good writing, communication and interpersonal skills.
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How to Apply:

Your application including a presentation letter and an updated **UN Personal History Form - P11 signed** (available at <http://www.unfpa.org.br/Arquivos/p11.doc>) should be identified with name and surname and sent to the following e-mail address: selecao@unfpa.org.br quoting reference "**Assistant Representative**". Please note that no applications will be accepted after the deadline, only candidates with **Brazilian nationality** will be considered for this position and that we will only respond to the candidates in whom we have further interest.

Notice: There is no application, processing or other fee at any stage of the application process.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UNFPA gives equal opportunity to all applicants and particularly encourages Afro-Brazilians and women to apply.