From: Vacancy [vacancy@unfpa.org]
Sent: Monday, December 24, 2012 8:27 AM
To: allunfpastaff@unfpa.org; HRoutreach.group@unfpa.org
Subject: Vacancy Announcement - Job ID 2159 - UNFPA Representative, Mexico, D1

We are pleased to advertise the following vacancy: Please see revised job description with correction to the level of post.

VACANCY NO.: Job ID 2159

CLOSING DATE: 19 January 2013 (5.00 p.m. New York time)

POST TITLE: UNFPA Representative

CATEGORY: ICS-13 (equivalent to D-1)

POST NUMBER: 26855

DUTY STATION: Mexico City, Mexico

POST TYPE: Rotational

DURATION: One year (renewable)[i]

ORGANIZATIONAL UNIT: Latin America and the Caribbean Region

Organizational Setting

Under the guidance of the Director of the respective Regional Office, the Representative post is located in a Country Office in a programme country and has overall responsibilities for UNFPA representation, policy, programme, finance, staff and office administration in her/his country of assignment. The Representative leads and motivates the UNFPA team in the development of innovative, relevant approaches for engagement on issues related to population and development, sexual and reproductive health and gender.

The Representative also acts as non-resident Country Director for Cuba and Dominican Republic. As Country Director the incumbent is responsible for policy, programme, finance, staff and office administration, supported by the UNFPA Representative/UNDP Representative for day to day management representation as well as by the Assistant Representative and the national staff in the Country Office. The Country Director leads and motivates the UNFPA team in the development of innovative, relevant approaches for engagement on issues related to population and development, sexual and reproductive health and gender.

JOB PURPOSE

In the country of assignment, the UNFPA Representative plays the leading role in projecting the programme of the organization, promoting at the national level the goals of the programme and ensuring the integration of issues of reproductive health in the broader development agenda. Through empathetic engagement with national counterparts with effective advocacy on issues of population and development, sexual and reproductive health, and gender, and presentation of valuable, well managed programmes, the UNFPA Representative serves on the frontline of the organization projecting a credible programme and validating both the mandate of the organization and its ability to deliver high quality services. Key activities include:

- Strategic direction, planning and management
- Programme leadership and representation
- Programme oversight and coordination
- Management of resources

Major Activities/Expected Results

A. Strategic direction, planning and management

- Lead the positioning of UNFPA on strategic and substantive issues in the country on the basis of global and regional policies and strategies;

- Lead and direct the process of scanning the environment on country level issues and analyzing the implications for the work of the Fund and the Country Office;

- Identify and promote UNFPA's comparative substantive role and specific contribution in the national development environment and agenda, and in the changing aid environment;

- Provide overall vision, direction and management for the work of UNFPA in the country;

- Establish priorities for the work of the Country Office in line with UNFPA priorities and substantive global, regional and country level priorities;

- Establish processes to ensure that policies and procedures; programming tools and mechanisms; and sound business practices are incorporated into UNFPA country and regional operations;

- Establish processes to ensure that state-of-the-art knowledge incorporated into the UNFPA knowledge sharing mechanism is available for use in country and regional operations; and

- Build institutional relationships with government counterparts, civil society, the UN community, other international organizations and bilateral that marshal support and galvanize action for UNFPA mandate.

B. Programme leadership and representation

- Act as the principal adviser on country level issues to the Regional Director and senior management of UNFPA;

- Act as senior advisor for the promotion of the organization's capacity for effective delivery, including on the development of regional and global policies, positioning, strategies, and plans;

- Provide leadership in the substantive development and execution of the organization's country level policy dialogue and country programme, assessing and addressing implications of national trends on UNFPA's work in the country;

- Maintain close communication with the Regional Office.

- Look for national opportunities that contribute to achieving regional targets.

- Support the development and promote the utilization of the SSC Regional Platform and stimulate/ensure and effective utilization of existing capacities of national experts and institutions in Cuba and Dominican Republic.

- Direct the process of developing strategies and plans for the implementation of the Country Programme, including for the delivery of technical assistance for capacity development and for humanitarian and emergency situations; and guide the implementation of these strategies and plans;

- Represent UNFPA at the country level (Mexico) and provide its perspective in high level national, UN, and other initiatives and events;

- Represent UNFPA within the United Nations Country Team, promoting effective coordination on development issues with integration of population and development, and sexual and reproductive health issues in the larger development agenda;

- Engage national counterparts through effective advocacy on UNFPA agenda, build support for programme objectives and validate UNFPA as effective partner; and creates awareness of the critical role of ICPD issues in the overall development agenda and the achievement of the MDGs, including in the development of CCA, UNDAF and other national development frameworks;

- Actively promote and support participation of civil society and private sector in development processes at national and sub-national levels;

- Target local initiatives that promote relevance and greatest impact in issues of population and development and sexual and reproductive health at the community level;

- Support the Resident Coordinator (RC) system and is an active member of the UNCT promoting inter-agency coordination and consultative processes;

- Proactively contribute to and promote the UN reform process within the country UNCT context; and

- Initiate opportunities for South to South collaboration, especially for programme and technical support to countries in the region.

C. Programme oversight and coordination

- Lead the formulation and oversee implementation of the country programme, ensuring that it reflects country priorities;

- Ensure the application of results-based management and quality assurance frameworks and procedures for the work of the Country Office, including in the delivery of technical assistance;

- Ensure the application of financial and substantive monitoring processes, and the evaluation of the country programme;

- Establish processes for the incorporation of evaluation results in the work of the country office;

- Promote and support national execution modalities through appropriate UN, sectoral or direct budget support modalities, based on a risk based approach;

- Establish processes to ensure the Country Office complies with Audit recommendations; and

- Ensure UNFPA accountability for UNDAF results.

D. Management of resources

- Assume overall accountability for the management and work of the Country Office;

- Propose and secure annual allocations for the country programme, and ensure the efficient and effective use of such resources in compliance with UNFPA financial rules, regulations, and procedures;

- Direct the formulation and implementation of a resource mobilization strategy for the country, and mobilize, in coordination with IERD and the RO, additional financial resources for the country;

- Develop and guide an integrated and systems approach to the work of the Country Office;

- Oversee staff accountability, learning and career management within the office;

- Supervise the Deputy Representative and other international and national staff, providing them with managerial direction and motivation;

- Contribute to the appraisal of RC performance; ensure RC in the country is adequately briefed on UNFPA mandate and organizational strategies and priorities;

- Communicate standards of performance, and assign responsibilities for achieving results according to the Country Office OMP and the PAD system;

- Uphold standards for the recruitment and selection of the highest quality of staff for the Country Office;

- Establish and maintain a harmonious working environment; seek to strengthen team-building by encouraging active participation and interaction at all levels; foster staff motivation, development and empowerment; and lead by example;

- Ensure implementation of the Accountability Framework, including the Internal Control Framework.

- Establish a CO security strategy and plan in line with UN procedures and requirements;

- Ensure an ethics-based approach to management of all human and financial resources; and

Carry out any other duties as may be required by the Regional Director.

Core Competencies

- Values/Guiding Principles;
- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;
- Personal Leadership and Effectiveness;
- Building and Managing Relationships

Functional Competencies

- **Influencing the public policy agenda** - Demonstrates cultural sensitivity, political savvy and intellectual capacity in handling disagreements with UNFPA's policy agenda in order to promote and position UNFPA in an adverse and hostile environment
- **Achieving results through programme design and innovative resourcing strategies** - Conceptualizes innovative, results oriented programmes and holds self accountable for outcomes
- **Building strategic alliances** - Leverages the larger resources of national governments and other development partners
- **Fostering innovation in others** - Creates an environment that fosters innovation and innovative thinking
- **Developing strategy at country level** - Actively develops partnerships with potential donors and government counterparts in all sectors at country level
- **Expert knowledge of own discipline** - applies a broad knowledge of best management practices; defines objectives and work flows, positions reporting relationships in such a way as to obtain optimum effectiveness for the country office

Job Requirements:

Education: Post-graduate university degree in one or more of the following disciplines: Public Health, Medicine, Sociology, Demography, Gender, International Relations, International Development, Economics, Public Administration, Management or other related field.

Knowledge and Experience:

- 15 years of increasingly responsible professional experience in public administration and international development of which at least 8 years in the field of population and development at the international level;

- Job knowledge and technical expertise –up-to-date knowledge of issues of population and development, sexual and reproductive health, and gender, and their place in the development agenda

- Proven ability to lead and manage teams to achieve demonstrable results;

- Excellent communication skills in speaking and writing in English. Working knowledge of another UN language is an asset.

- Strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations; and,

- Field experience is essential.

UNFPA provides a work environment that reflects the values of gender quality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive salary plus housing allowance, home leave, health insurance and other benefits.

How to Apply:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at http://www.unfpa.org/employment/application_guide.doc.

Please print out the Guide for your reference during the registration and application process.

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.

[i] No expectancy of renewal in accordance with UN Staff Regulation 4.5