

Assistant Resident Representative/Programme

Location :	Pristina
Vacancy Type :	
Application Deadline :	
Type of Contract :	TA
Post Level :	P-3
Languages Required :	English
Duration of Initial Contract :	12 months

Duties and Responsibilities

Under the direct supervision of the Deputy Resident Representative (DRR) and overall direction of the Resident Representative (RR), the incumbent is responsible to ensure daily support and oversight to a young and dynamic team that makes up the UNDP Kosovo programme section to assure substantive quality and efficiency in both the design and implementation phase of activities along with appropriate monitoring/evaluation techniques. In addition the incumbent is also responsible to support the professional development of the programme staff through identification and formulation of adequate training programmes and coaching to foster and empowered team capable of autonomy in decision-making and initiative. The ARR will be a part of the COs senior management team and is therefore expected to play a key role in supporting the overall change management process ongoing in the CO and which places emphasis on streamlining programme through improved linkages, improving independent performance within a team and a culture based on improved accountability for results.

Functions/Key Results Expected:

- Playing a leading role in development of strategic CO and programme documents based on his/her experience and understanding of UNDP evolving mandates and priorities;
- Knowledge building and sharing (through advice and coaching) on programme/project management, coordination of staff trainings, and contributions to UNDP knowledge networks and communities of practice;
- Ensuring, together with the Operations Manager, full compliance of programme operations with UN/UNDP rules, regulations and policies, and assist the DRR with monitoring achievement of progress toward office management and programme targets;
- In cooperation with Operations unit, ensures effective use of Atlas functionality for improved business results and improved client services;
- Active contribution to the ongoing process of the CO restructuring;
- Assisting in the finalization of regular narrative and financial project/donor reports;
- Ensuring appropriate establishment and implementation of required committees, task forces and focal point responsibilities; and
- Ensuring the delivery of services to CO, project and other clients in an effective and efficient way.

Competencies

Corporate Responsibility & teamwork:

- Serves and promotes the vision, mission, values, and strategic goals of UNDP
- Plans, prioritizes, and delivers tasks on time
- Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others
- Responds flexibly & positively to change through active involvement
- Recognizes & responds appropriately to the ideas, interests, & concerns of others; gives credit to the contributions of others
- Establishes clear performance goals, standards, & responsibilities; manages them accordingly
- Promotes a learning environment; facilitates the development of individual and team competencies

Results-Oriented:

- Plans and produces quality results to meet established goals
- Generates innovative, practical solutions to challenging situations.

Partnering and Networking:

- Seeks and applies knowledge, information, and best practices from within and outside UNDP Innovation & Judgment
- Conceptualizes and analyses problems to identify key issues, underlying problems and how they relate
- Contributes creative, practical ideas and approaches to deal with challenging situation

- Strives for quality client-centered services (internal/external) when making decisions and taking action

Communication:

- Demonstrates effective written and oral communication skills

Job Knowledge & Expertise:

- Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence
- Uses ICT and web-based management systems effectively as a tool and resource
- Is motivated & demonstrates a capacity to pursue personal development & learn

Required Skills and Experience

Experience:

- Experienced (over 5 years) with UNDP programming and operations and knowledgeable of UNDP rules and regulations;
- Experienced with all approved execution modalities of NEX, DEX, NGO and Agency execution.

Language requirements:

- Excellent English drafting and presentation skills.

Supervision exercised:

- Provides coaching and guidance to 10 staff