

DEPUTY RESIDENT REPRESENTATIVE (PROGRAMME & OPERATIONS)

Location :	Mexico City, MEXICO
Vacancy Type :	
Application Deadline :	
Type of Contract :	FTA International
Post Level :	P-5
Languages Required :	English Spanish
Duration of Initial Contract :	One year

Background

The senior management team in the majority of UNDP Country Offices consists of the UN Resident Coordinator/UNDP Resident Representative (RC/RR) and one Deputy Resident Representative (DRR). The DRR operates under delegated authority from the RC/RR (delegated authority documented in writing).

The DRR covers a broad range of issues ranging from programme formulation to delivery, oversight of UNDP operations, and representing UNDP when the RC/RR is acting as the Coordinator of the UN system. The DRR leads strategic planning for UNDP operations, setting of management targets, and monitors services provided by UNDP to projects and programmes and other agencies. Within the framework of the UNDAF Results Matrix and the Country Programme Document and the overall guidance of the RC/RR, the DRR is responsible for strategic planning, programme formulation and creative responses to emerging complex challenges.

The DRR is responsible for supervision and guidance to UNDP staff and ensuring cross-unit cooperation and coordination. The DRR advocates for UNDP and liaises with programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society.

Duties and Responsibilities

1. Under overall supervision and guidance of the RC/RR, the DRR is responsible for the day-to-day management of the country programme activities from programme design through implementation including:

- Represents UNDP in the CCA and UNDAF process including promotes thematic and sectoral synergies and coordination of programme activities and execution;
- Advises the RC/RR on country programme development and delivery, identifies approaches and modalities to achieve development targets;
- Promotes knowledge management to ensure access to best available expertise and facilitate organizational learning.

2. Within the framework of the CPAP and agreed management targets, the DRR is responsible for the management of UNDP programme and operations:

- Office management: the DRR manages UNDP's commitments within the UNDAF Results Matrix, ensures effective application of RBM tools, and monitors achievement of results, management scorecard targets and other benchmarks;
- Financial management: the DRR has senior manager rights in Atlas and ensures the integrity of financial systems, review of budget requirements and the consistent application of rules and regulations;
- Human Resources management: in consultation with the RC/RR the DRR is responsible for recruitment, performance and career management and supervision of all UNDP staff to motivate and promote organizational excellence.
- Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions. Informs supervisors and other UNDP staff at Headquarters of the results of the investigation when satisfactory answers are not obtained.

3. The DRR ensures UNDP support to and coordination of common services and UNDP's MOSS compliance:

- Oversees the effective provision of services including financial, human resources, procurement and logistics, reviews with UN counterparts service requirements;
- Ensures that common services and joint arrangements benefit UNDP in its objective to provide efficient and

economical support services to the implementation of the country programme;

- The DRR supports the RR in ensuring UNDP MOSS compliance;
- The DRR represents as requested by the RC/RR UNDP in SMT and is responsible for efficient implementation in UNDP of security measures agreed in the SMT and for compliance with security policy.

4. Under the overall guidance and leadership of the RC/RR, the DRR UNDP supports partnership building and resource mobilization for UNDP:

- Supports overall resource mobilization of the RC/RR with a focus on the Country Programme Action Plan and ensures that UNDP mobilizes the support needed for the RC function;
- Advocates for UNDP with government counterparts, donor community, international financial institutions and the UN;
- Represents UNDP in the UNCT and in international fora as requested by the RC/RR.

Impact on Results:

The results of the work of the Deputy Resident Representative greatly impacts on the standing and reputation of UNDP in the country. When requested by the RC/RR, the DRR represents UNDP in international and national fora, liaises with external clients and a broad range of constituencies and UNDP counterparts in the Government, local and international media, civil society as well as counterparts from other international organizations. Within delegated authority, the DRR acts as the day-to-day manager of UNDP and ensures a coherent team, timely and effective delivery of the UNDP programme and a proactive response of UNDP to changes in the country context.

Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.

Functional Competencies:

Knowledge Management and Learning:

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- In-depth practical knowledge of inter-disciplinary development issues;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness:

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation and monitoring of management projects;
- Solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology, general administration;
- Ability to lead business processes re-engineering, implementation of new systems (business side), and affect staff behavioural/ attitudinal change.

Management and Leadership:

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to

feedback;

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Ability to lead effectively, mentoring as well as conflict resolution skills;
- Demonstrates strong oral and written communication skills;
- Remains calm, in control and good humoured even under pressure;
- Proven networking, team-building, organizational and communication skills;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

UNDP Certification programmes Prince2, RMG, Procurement, HR, Accounting and Finance

Required Skills and Experience

In support of career progression of GS staff in Headquarter locations, staff possessing a first level university degree in combination with at least 10 years of continuous service with a 100-series and/or FTA appointment, may be considered for Professional posts provided they meet all other selection criteria

Education:

- Master's degree in international development, public administration, business administration, public policy or other relevant social sciences.

Experience:

- 10 years of relevant experience in development in a governmental, multilateral or civil society organization in a multi-cultural setting.
- 5 or more years of senior-level management responsibilities of similar size and complexity.

Language requirements:

- Fluency in Spanish and English (verbal and written) is required, with a high level of communication skills.
- Working knowledge of another UN language is desirable.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.