

GOVERNANCE ADVISOR (POLICY SPECIALIST)

Location :	Kigali, RWANDA
Application Deadline :	
Additional Category	Democratic Governance
Type of Contract :	FTA International
Post Level :	P-4
Languages Required :	English French
Starting Date : (date when the selected candidate is expected to start)	
Duration of Initial Contract :	1 year

Background

In November 2006, the UN Secretary General's High Level Panel on System-Wide Coherence produced a set of far-reaching recommendations for UN reform aimed at improving the coherence and effectiveness of the UN System at country level. The report highlights that the UN System is not currently equipped to respond to the challenge set by the Millennium Development Goals, due to fragmentation, duplication, high overhead costs, and lack of focus. In January 2007, Rwanda was selected as one of eight pilot countries where the 'One UN' models (one country, one office, One Programme, One Leader, 'One Budgetary Framework') will be tried out. Around the same time the UNCT in Rwanda started elaborating its second Common Development Assistance Framework (UNDAF) for 2008 – 2012, thus providing the necessary programmatic coherence for the implementation of the 'One Programme' model in Rwanda.

UNDP Rwanda is establishing a new organizational structure to align Co capacities with the new Country Programme priorities and expectations placed upon UNDP within the context of the One UN pilot and the Paris Declaration. UNDP is the lead UN agency for UNDAF Result One, "Good Governance enhanced and sustained". The UN Rwanda Common Operational Document COD makes clear that Delivering as One will place new demands on UNDP. This will require an enhancement of Country Office capacities, particularly human resources. UNDP will require additional advisory capacities on Governance if it is to provide effective support to Governance theme group programming and implementation and to promote system-wide coherence in-country.

Under the overall guidance of the Country Director, UNDP Rwanda is seeking a qualified and motivated candidate for the position of Governance Advisor, to be based in Kigali, the incumbent should possess in-depth expertise in the field of Governance area, and be of such calibre that she /he can effectively engage with high-level government officials, represent UNDP and provide advanced strategic advice on governance policies and programming. Reporting.

The Governance Advisor will report directly to the UN Resident Coordinator on all issues relating to UN Coordination, UNDAF, etc. The Governance advisor will report to the UNDP Country Director for all specific issues; Annual evaluations are made in accordance with the procedures of UNDP with input from the UN Resident Coordinator, and the UNCT.

Duties and Responsibilities

Summary of key functions:

- Facilitate the work of UNDAF them Group as outlined in the Common Operational Document, i.e. One Programme.
- Coordinate and facilitate the participation of the UN Policy Dialogue.
- Contribute to UNDP Specific tasks.

Under the overall supervision of the UNDP Country Director, the incumbent will:

- Facilitate the work of UNDAF them Group as outlined in the Common Operational Document, i.e. One Programme.
- Coordinate and prepare consolidated Planning Document (Progress Reports, Action Plan Including Budget Proposal) on the basis of the inputs received from the Responsible UN Agencies'.
- Liaise with different Taskforces whenever requested as defined in the Common Operational Document and/or whenever required.
- Collaborate with the Responsible UN Agencies and the Planning, Monitoring and Evaluation Taskforce to update and review the UNDAF.

- Participate in the review of programmes to ensure consistency and avoid duplication in the UNDAF, assessment and analysis.
- Assist in the identification of potential areas or issues for common UN approaches and in the development of proposals /actions for enhancing inter-agency cooperation and coordination such as joint programmes.

Coordinate and facilitate the participation of the UN Policy Dialogue:

- Produce monthly policy briefs for the UN Resident Coordinator and UNCT and periodical updates on publication of important reports, etc.
- Produce Strategic issue papers.
- Provide inputs for preparation of the RC Annual Report, MDG progress reports and other common analytical documents for the UN System.
- Collaborate with Responsible Agencies to commission research in the specific policy area, needed to define UN System support to the Government in formulation of the policy, identification of policy priorities, etc.
- Facilitate alignment and coordination activities at a technical level by for instance supporting the formulation of sector strategies, SWAPs, etc.
- Participate as necessary in policy dialogue with Government, Development Partners and other forums;
- Advising the UN Resident Coordinator and UNCT on strategic issues.

Contribute to UNDP Specific tasks:

- Provide strategic direction and policy advice in developing the Governance Programme into a strategic and well resourced UNDP flagship programme.
- Provide guidance and technical advice on the formulation of innovative programme strategies and project proposals.
- Strengthen the UNDP capacity to implement a strategic and well-defined Governance Programme in the context of One UN reform.
- Develop and institutionalize strategic partnerships with development partners.

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.

Functional Competencies.

Knowledge Management and Learning

- Promotes knowledge management in UNDP and 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.
- Seeks and applies knowledge, information, and best practices from within and outside of UNDP.
- Development and Operational Effectiveness.
- Ability to lead strategic planning, change process, result-based management and reporting.
- Ability to lead formulation, oversight of implementation, monitoring and evaluation of development projects.
- Ability to apply development theory to the specific country context to identify creative, practical approaches to overcome challenging situations.

Management and Leadership

- Builds strong relationship with clients, focuses on impact and result for the client and responds positively.
- Consistently approaches work with energy and 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 and reporting skills.

Required Skills and Experience

Education:

- Master's Degree in international development, public administration, business administration, public policy and other relevant social science.

Experience:

- 7 years of relevant experiences in development in a governmental, multilateral or civil society organization in multi-cultural setting.

Language requirements:

- Strong written and spoken skill of the UN working language of the duty station. A second 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.