

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Programme Officer for Policy Development

Sector of Assignment:

Governance

Country:

Lesotho

Location (city):

Maseru, Lesotho

Agency:

UNDP

II. Supervision:

Name of Supervisor:

Ms. Mandisa Mashologu

Title of Supervisor:

Senior Policy Advisor, Head of Unit

Content and methodology of supervision:

Under the Strategic Results Framework (SRF) covering the period 2004-2007 detailed outcomes, outputs and indicators are established to guide the work of UNDP. The work plan of the Unit as well as individual work plans for Unit staff is based on the SRF. Expected achievements and performance appraisal for all staff are recorded in the annual Results and Competency Assessment (RCA) at the beginning of the year with an overall assessment at year-end. Quarterly meetings will be held between the staff member and the supervisor in order to monitor implementation of work plans and RCA targets. On the day-to-day level, the Head of Unit has a distinct responsibility to provide professional guidance and support to all Unit staff - collectively and individually - within the team based structure of the country office.

III. Duties, Responsibilities and Output Expectations:

The staff member will have the following duties and responsibilities:

- Assist in the monitoring of governance and HIV/AIDS policy developments and assess opportunities for UNDP's intervention within the framework of the SRF and the Country Programme Document (CPD) for Lesotho 2005-2007 - 10%
 - Make substantive contributions to formulation of programme and project proposals commensurate with the Government's development priorities and the country office's areas of focus and support to implementation of the resource mobilization strategy - 20%
 - Maintain liaison with the UNDP Regional Service Centre (RSC) and other technical advisory bodies to access information, examples of best practices and technical advice on areas of responsibility - 10%
 - Propose content of the Strategic Results Framework (SRF) and the Results Oriented Annual Report for the Governance and HIV/AIDS Thematic area - 5%
 - Propose innovative strategies to raise the profile of the country office as a trusted advisor and broker of partnerships vis-a-vis the Government's programmes on democratic governance and HIV/AIDS - 20%
 - Compile an inventory of discriminatory legislation and traditional practices against women with a view to proposing corrective policies for adoption by Government - 5%
 - Participate in the drafting and compilation of the Unit's annual work plan
 - Analyze indicators of Unit programmes' achievements and make proposals for up-stream policy advice and advocacy measures that may be taken to deepen Lesotho's democracy - 20%
 - In collaboration with the programme staff and policy advisors of UNDP, support the preparation and continuous development of UNDP and UN publications and advocacy tools - 10%
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IV. Qualifications and Experience:

Education:

University degree in political science or development studies.

Work Experience:

Relevant work experience in a government, private sector or non-governmental institution is desirable for holder of an MA. For holders of a BA, a minimum of three years of experience in of above areas is a requirement.

Key Competencies of the assignment:

Good organisational skills, initiative and sound judgement. Strong communication and interpersonal skills. Ability to perform under a heavy workload and tight deadlines. Willingness to work in an international environment, where focus is as much on individual performance as on the performance of the team. Full command of both written and spoken English, and computer skills are essential.

V. Learning Expectations:

UNDP is a learning and knowledge-based organisation. It is a priority for UNDP Lesotho to attract highly qualified candidates and to ascertain that staff skills are constantly developed. A minimum of 5 per cent of working time is devoted to learning, whether through electronic resources, workshops, seminars or other learning resources either supplied nationally or internationally. Learning and training for all staff is determined through the RCA and integrated in the country office Learning Plan, which is updated regularly.

Learning/training methodology:

Through our global Learning Resources Centre and our knowledge networks, linking staff with technical advice and support on best practices and experiences, the staff member will have an opportunity to learn and strengthen knowledge in several practice areas of UNDP to enhance and enforce corporate learning, practices and knowledge management policies. As an active office in these Knowledge and Practice Networks, the staff member will learn from and make contributions to these e-based groups sharing expertise and lessons learned from around the world to support an environment of ongoing personal and organizational renewal, excellence in development practices and continuous innovation. The staff member learning plan forms part of the RCA and the CO efforts to re-align itself to the UNDP business model.

As part of a team that has taken the lead in support of the transformation process within the public sector, the staff member will benefit from specialised training in leadership, systems thinking and scenario planning, which will develop skills and competencies required for staff to achieve results through the best practices and methods that they can apply while undertaking their duties and serving clients.

As part of in-house learning, the country office has regular programme meetings, providing a forum for discussions on programme monitoring and evaluation, development challenges, thematic topics, and operational management, which enhances knowledge, financial management, and strengthens presentation skills. Collaboration with the Government of Lesotho, the Regional Service Centre, donors, private sector, and the enhanced coordination of the UN system in Lesotho will require that the staff member participates in national and regional conferences and workshops.

Upon completion of a two-year assignment the staff member will:

- Have acquired profound knowledge of national and international governance and other development issues, and especially first hand experience in how to address these issues from a Sustainable Human Development perspective.
- Be familiar with the design, implementation and monitoring of policy, programme and financial aspects of the UNDP programming cycle specifically relating to programmes and projects in the Unit portfolio. This includes specifically the preparation of project documents, project appraisals, financial monitoring and budget preparations/revisions in accordance with UNDP's Financial Information Management system.
- Have successfully negotiated, participated and facilitated meetings and workshops, and supported the strengthening of partnerships with Government, donors and other partners in Lesotho and abroad.

VI. Background Information:

UNDP Lesotho will start the Third Country Programme Document for 2005-2007. The programme is to ensure an integrated response to the complex and rapidly worsening development challenges facing Lesotho today. Support will continue to be provided, under the programme, to the Government and people of Lesotho in their efforts to achieve sustainable development in a democratic, transparent and HIV/AIDS-competent society. The programme will seek to further this goal by supporting Government's efforts to: (a) scale up the national response to HIV/AIDS; (b) reduce poverty; (c) reverse environmental degradation; and, (d) deepen democratic governance in the country. The expected results under each goal are:

a) HIV/AIDS

- Advocacy Networks Developed for Multi-Stakeholder Transformational Leadership and Communication;
- Programmes for Responding to HIV/AIDS Established and Supported; and
- HIV/AIDS Interventions Core-streamed into Development Planning Instruments and activities of Line Ministries

and Local Structures.

b) Poverty Reduction and Food Security

- National institutional capacities strengthened for coordinating more effectively the response to the combined crises of HIV/AIDS-induced food insecurity and chronic poverty; and
- National institutional capacities strengthened for implementing activities necessary for the achievement of the Millennium Development Goals.

c) Environment and Energy

- Capacity for Promoting Land Management and Bio-Diversity Conservation for Sustainable Livelihoods and Poverty Reduction Strengthened;
- National and Local Strategies for Sustainable Development Designed and Implemented within the Framework of the Poverty Reduction Strategy (PRS); and
- Clean Energy Technologies Promoted to Reduce Emissions, through Energy Efficiency, Renewable Energy, and Technology Demonstration

d) Democratic Governance

- Internal Organization of the Legislature Strengthened with Parliamentary Members and Staff Trained for Better Oversight Roles;
- National Decentralisation Strategies in Place and Gender-Sensitive Local Needs-Based Planning Strengthened for Improved Service Delivery and;
- Public Sector Reform and Transparency and Accountability Institutions Strengthened

These thematic areas are shaped within the overall priority areas of UNDP, which also emphasizes the importance of unleashing the potential of ICT for Development.

Since 1994 and the introduction of majority rule in neighbouring South Africa, development assistance and the number of external partners represented in Lesotho has diminished dramatically. However, the challenges in promoting Sustainable Human Development remain as pressing as ever, with the majority of the population trapped in poverty and with one of the most severe HIV/AIDS pandemics in the world, the social improvements that have been achieved over the past two decades are under tremendous pressure.

To this effect UNDP Lesotho intends to step up its role as a broker of partnerships and to support the Government with an emphasis on up-stream interventions, linking governance and public sector delivery issues with HIV/AIDS through the transformation process and core-streaming. Its efforts compliment those of the Global Fund, which concentrates in the provision of ARVs and essential drugs as well as providing access to treatment and care on a wide scale.

More concretely, support will be provided to a newly established National AIDS Com-mission, which will be broadly representative of Basotho society. Furthermore, appropriate leadership training will be provided to senior Government officials to ensure that the public sector institutions develop new approaches to fighting the pandemic. A major challenge is the process of transformation of the public sector to help it meet the development needs of the country and lead to profound change in the culture, structure and decision making systems of the public service in Lesotho. Key instruments for change in the lives of Basotho, such as a national policy document called 'Turning a Crisis into an Opportunity: Scaling Up the National Response to HIV/AIDS in Lesotho', the Vision 2020 and the PRSP, provide unique opportunities for the Government to create an increased demand for change as people become aware of their rights to basic services as citizens.

Linked to the issue of transformation of the public service is decentralisation for service delivery. The Government is committed to holding local elections in the year 2005, which will fundamentally change the way services are delivered. Plans for the local elections will be supported and the involvement of all political parties encouraged. Building on activities to date in this regard, support will be provided to key line ministries in the development of sector decentralization plans. It will also strengthen the role of civil society in the formulation and monitoring processes, in order to ensure that plans are based on local needs and considerations, such as concerns related to gender inequities and marginalization.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

Lesotho is a small (the size of Belgium or Taiwan) land-locked country completely surrounded by South Africa. While the rural and mountain areas are severely struck by poverty and food insecurity, the capital Maseru is fairly developed and access to basic amenities is good especially when considering the proximity to South Africa (UN House is a 5 minute drive from the border). Availability of housing fluctuates so most newcomers should expect to spend at least a month in one of the good standard hotels before get-ting their own place. Both the capital and the country as such are fairly safe, although one should as always take necessary precautions to avoid falling victim to crime. After the civil unrest in 1998 and the subsequent intervention by the armed forces of the Southern African Development Community, the political situation has been if not stable then at least peaceful. Lesotho enjoys a sub-tropical climate with cold winters (June to September) and scorching hot summers (December to March). Mainly because of the high altitude, Lesotho is free from many of the diseases found in other Southern African countries. There is no malaria and bilharzia, colds and influenza are the most common ailments. Lesotho has two official languages Sesotho and English, of which the latter is widely spoken especially in Maseru.

Effective 01 October 2001, as per Ms. Gail Sealy's Email Message dated 16 October 2001

Approved Organigramme UNDP – Lesotho

