

TERMS OF REFERENCE Junior Professional Officers (JPO)

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I. General Information:

Title:

UNCDF Programme Officer

Sector of Assignment:

Business and administrative management

Country:

Senegal

Location (city):

Dakar

Agency:

UNDP-UNCDF

II. Supervision:

Title of Supervisor:

Regional Portfolio Specialist

Content and methodology of supervision:

The UNCDF Programme Officer will work in the UNCDF WA Local Development Unit under the day-to-day supervision of the UNCDF WA Portfolio Specialist and the overall guidance of the Regional Technical Advisor. Support will be provided to elaboration of a work plan and periodic review of tasks and results within a required timeframe; supervisor will provide feedback and advice, including the identification of learning needs and training opportunities. Mid-term reviews and performance appraisal will be done in accordance with UNDP practice through the Result and Competency Assessment (RCA).

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

The Programme Officer (PO) will assist the UNCDF Regional team to discharge the responsibilities in respect of the management of the UNCDF programme. The responsibilities of the UNCDF PO will encompass the following duties:

A. Programme Management

- Review of work plans from Country project teams, ensuring clear performance targets are established;
- Assist the WA UNCDF Portfolio Specialist in all financial, performance and operational aspects of the Regional portfolio, including facilitating project implementation according to annual work plan of the projects, ensuring achievement of outputs;
- Report on Regional Country project achievements, delivery and other areas of accountability to UNCDF Unit for input into regular performance monitoring and ROAR; financial reporting and compliance with other reporting arrangements for non-core resources to donors;
- Undertake periodic visits to the Regional Country Office project sites, and organizes regular regional meetings with project managers and personnel.
- In liaison with the Local Development Advisor and Portfolio Specialist, prepare Terms of Reference for the Technical Review Missions and other UNCDF/ UNDP missions. Subsequently, follow up on the recommendations with the Regional and Country Office programme teams.

B. Management

- Assist the Portfolio Specialist with the management of effective and efficient human resources of the UNCDF WA Regional LDU unit, including staffing and performance management.

· Assist the Portfolio Specialist with the management of effective and efficient financial resources for the UNCDF WA Regional LDU Unit, including the Regional Budget with assistance to CO budgets as appropriate

C. Business development / external relations

· Build and maintain effective and efficient regional and country office relationships at the operational level with key strategic partners, including governments at local and national levels, research and academic institutions, civil society and the private sector;

D. Knowledge management

· Contribute to the knowledge sharing on decentralization and local governance through the active participation in UNDP knowledge networks, and document lessons learned (contributions to different UNCDF, UNDP and donor bulletins).

The PO will also cover any other tasks, which might be required by UNCDF Headquarters or the UNCDF WA Regional Technical Advisor or Regional Portfolio Specialist.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master degree in Economics, Political Sciences, or Development Studies with a demonstrated conceptual understanding of local development, local governance, and decentralization.

Work Experience (at least 1 to 2 years relevant work experience):

At least 3 years relevant work experience in the area related to (fiscal) decentralization, governance, rural development and/or development economics, preferably in developing countries in West or Central Africa.

Key Competencies of the assignment:

Excellent communication, interpersonal skills, initiative, sound judgement and good organisation and analytical skills. The candidate should have the ability to work with minimum supervision.

Bilingual (French/English) is best as the portfolio will, over the time of the assignment, cover both Francophone and Anglophone countries. Fluency in written and spoken French with working knowledge of English is a minimum.

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...

After two years, the JPO will have learnt or strengthened his or her ability in the field of:

- Project management with particular emphasis on Local Development Programmes
- Substantive knowledge on decentralization and local governance issues
- Familiarity with Result Based Management approach and its use
- Competence of computerized management tools used in UNDP (ERP-Atlas)

The incumbent will have the following training components:

- UNDP Programme Policy and Operations Course. This two and one half week training course is held at Headquarters, New York, and designed for JPOs with three to six months experience in their respective assignments. The curriculum focuses on strategic, macro-level issues, UN/UNDP policies and development trends, including individual meetings with key counterparts in relevant areas of their work.
- Inception training by the Regional Portfolio Specialist to enable a large degree of independent management of non-policy related country projects issues and results across the regional portfolio.
- Annual duty-related travel and training (allocated by the sponsoring government) for work-related activities, such as participation in seminars, workshops, round-table discussions at national, regional, sub-regional and/or international level.
- Participation in UNCDF-organized Regional Workshops
- Participation in training sessions organized by the office such as Results Based Management (RBM), Financial Management, etc

VI. Background Information:

UNCDF West Africa investments currently support eleven local development programmes (LDP) in Benin, Burkina Faso, Guinea, Mali, Mauritania, Niger, and Senegal, with residual infrastructure investment a newly formulated LDP in Guinea Bissau. A thorough renewal (new generation of

projects) is scheduled for this portfolio and will include support of UNCDF to two new countries in the region.

The main features of the Local Development Programme process are:

- A sub national focus supporting sub national governments and community organizations and encouraging positive interactions between them.
- An emphasis on local level institutional development through improving local level resource mobilisation and public expenditure management (including strategic planning and all areas of programme management from implementation to monitoring and evaluation)
- A link between planning and the provision of infrastructure and service delivery through a performance based local development fund. The LDF supports projects selected by communities and implemented through a local government structure.
- A provision for 'scaling up' an LDP towards replication and policy impact through monitoring and evaluation which documents lessons learned.

Each country provides a distinct approach to an LDP within the context of the national and local government vision and policies. The combination provides a mosaic of varied decentralisation contexts and local development planning and budgeting systems, all linked through the LDP approach. This allows comparison, contrast and synthesis of useful lessons to enhance knowledge and encourage dialogue.

The Dakar office's mandate is to provide technical support, advisory services and programme management support to the entire region of LDP projects.

See the UNCDF and UNDP websites for more details on the programme activities: www.uncdf.org, www.undp.org.

VII. Information About Living Conditions at the Duty Station:

Easy working condition in a culturally rich environment.