

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:
Programme Officer/Economy Development

Sector of Assignment:
Poverty and economy

Country:
Macedonia (FYROM)

Location (city):
Skopje

Agency:
UNDP

II. Supervision:

Name of Supervisor:
Norimasa Shimomura

Title of Supervisor:
Deputy Resident Representative

(The new Head of Economic Development Cluster is being recruited in March/April 2006. Upon recruitment, the Head of the Cluster will be the JPO's direct supervisor.)

Content and methodology of supervision:
Setting of a work plan and reporting on the progress and achievements as opposed to the targets set. The interaction with the Head of Cluster will take on daily basis, thus allowing on job training and performance monitoring. Performance appraisals as per standard procedures.

III. Duties, Responsibilities and Output Expectations:

- § Analysing the Macedonian private sector and the obstacles faced for its development to be considered for the development and implementation of UNDP Economic Development Programme;
- § Providing inputs and advice for addressing specific national priorities in poverty reduction and private sector development, especially in the areas of investment promotion, entrepreneurship and employment generation;
- § Designing and formulating new programme/project documents which reflect the priorities of Macedonian Government and private sector and fall within the strategic directions of UNDP Economic Development programme (including establishment of monitoring mechanisms; introduction of performance indicators/success criteria, targets and milestones; assessment of counterpart support capacity);
- § Monitoring day-to-day programming/project implementation; supervising all administrative activities required on the part of UNDP to maintain the flow of resources and to eliminate obstacles; guiding and orienting the efforts and contributions of consultants, programme/project personnel, other donors and local institutions towards the achievement of programme objectives; coordinating and participating in programme/project evaluation activities and follow-up;
- § Ensuring proper coordination of UNDP projects with respective regional and global programmes and projects, including those based in the Regional Support Center in Bratislava; supporting regional and sub-regional networking activities;
- § Assisting the introduction of new initiatives within the Macedonian private sector to provide for innovative business models and practices to contribute to poverty reduction efforts;
- § Contributing to the establishment of dialogue and partnerships among private, public and civil society sector in Macedonia on the topics of economic development and promotion of investments in Macedonia;
- § As part of the UNDP team, maintain contact with other international partners active in related areas and national level partners in the implementation of economic reform programmes to ensure

utilization of best practices, and that coordination and communication is effectively and timely implemented;

- § Assisting in the development and implementation of resource mobilisation and partnership strategies for national and sub-regional interventions in developing and coordinating poverty reduction and economic reform measures
- § Building partnerships between UNDP and private sector, identifying opportunities and advising about its implementation;
- § Conducting any other activity deemed as necessary, within the framework of the Economic Development Programme.

IV. Qualifications and Experience:

Education:

University degree in Economics or Business Administration

Work Experience:

Relevant work experience is desirable for holders of an MA. For holders of a BA, a minimum of three years of relevant working experience is a requirement. Experience in entrepreneurship and labour economics is an asset.

Key Competencies of the assignment:

- Knowledge of the economic, political, and social situation of South Eastern Europe, or economies in transition countries would be a strong advantage.
- Proven communication and analytical skills, and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors and other stakeholders.
- Capable of working to deadlines and taking on a range of tasks.
- Self-motivated and able to recommend options for resolutions of issues.
- Full working knowledge of spoken and written English is required, including the ability to draft and edit project documents, funding proposals, correspondence and briefings.
- Excellent computer literacy (MS Office; Windows XP)

V. Learning Expectations:

During the JPO assignment, the incumbent will have an annual training budget of \$4,500, which can be used for various training activities relevant for the incumbent in connection with the JPO assignment. Other training opportunities for the JPO are the Programme, Policies and Operations induction course in New York, which will take place within the first year of assignment, the thematic JPO Workshops organized twice a year by the JPO Service Centre in different regions and the Mentoring Programme, which offers all JPOs a personal mentor.

Upon completion of the assignment, the JPO will have deepened his/her expertise in the area of economic development, developed credibility and professionalism to develop and implement UNDP Programme portfolio and partnerships with different partners, including private sector.

VI. Background Information:

To address the current challenges that the Macedonian economy is facing with, UNDP has developed wide range of interventions with the objective to promote the healthy private sector as principal tool to fight poverty in the country. While promoting the creation of jobs through sustainable private sector driven growth, specific focus is given to the economic integration of marginalized communities to ensure that the benefits of economic development are inclusive. Interventions are directed at several levels (national, local and sub-local), employing a bottom-up approach for the integrated set of interventions. Projects at national level are supporting the creation of attractive business climate, at the local levels they are complemented by interventions designed to demonstrate and support their utilization and effectiveness. The most important projects within the ED Programme are the Stimulating Investments in Macedonia, Job Creation Programme (JCP), and the Local Economic Development Programme (LED). Global Compact and corporate social responsibility are also promoted by the ED programme as well as utilization of ICT potentials in addressing the country's development priorities.

In 2005 UNDP have supported the establishment of simplified and integrated business registration system; facilitated the work of the Macedonian chapter of Global Compact and promoted Corporate social responsibility; in partnership with national institutions and local private sector introduced comprehensive set of active labour market measures aligned to Macedonian environment; supported

capacities and process of local economic development in 14 municipalities; supported the operations of the Investment Promotion Agency and the efforts of the related unit within the Ministry of Economy to promote Macedonia as investment site; initiated work towards introduction of microfinance intervention and formalising the informal economy; and have other initiatives in the pipeline.

It is important to build on the already gained momentum and further develop UNDP programme in support to private sector development, as well ensure coordinated and harmonized activities and approach towards achievement of the country's priorities in this area.

Please also see attached Organigramme and www.undp.org.mk.

VII. Information About Living Conditions at the Duty Station:

Macedonia is landlocked country in the heart of the Balkan Peninsula, with Yugoslavia in the north, Bulgaria in the east, Greece in the south and Albania in the west. The total land area is 25.713 km² or about 10.000 sqmiles. Skopje, the capital, is in the north of the country near the Kosovo border.

The south of the country has mild Mediterranean climate, with warm summers and mild winters. In the north the climate is continental with marked seasonal extremes: warm summers when the average temperature is 24 degrees, but it can rise to 40 degrees centigrade during the day in Skopje. Winters are cold and wet.

Useful links to be visited to get information for Skopje and Macedonia:

<http://www.skopjeonline.com.mk>

<http://www.unet.com.mk/skopjemap>

<http://directory.macedonia.org>

<http://www.realitymacedonia.org.mk/web/firstpage.asp>

<http://www.exploringmacedonia.com>

UNDP Macedonia Organisation Chart

