

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Junior Professional Officer / Programme Officer

Sector of Assignment:

Poverty and economy

Country:

Mozambique

Location (city):

Maputo

Agency:

UNDP

II. Supervision:

Name of Supervisor:

Ms. Stella Pinto

Title of Supervisor:

Assistant Resident Representative

Content and methodology of supervision:

Under the overall guidance of the ARR, the JPO will work closely with the substantive Programme Analyst and management teams of specific projects such as the Support to the Civil Society Organizations , Poverty Monitoring, Decentralization and Civil Society Organizations Capacity Building. The JPO will report to the ARR for overall supervision regarding programme policy and implementation including matters related to the management of his/her portfolio. He/she will also submit a plan of activity (RCA) annually and will be subject to a performance evaluation as per UNDP standard procedures.

III. Duties, Responsibilities and Output Expectations:

The JPO will assist in the planning and implementation of UNDP interventions under the poverty portfolio – support to PRSP Monitoring, Grassroots and Civil Society. Specifically he/she will:

- Analyse and assess the socio/economic environment, maintain continuous dialogue with partners to provide development advisory services and identify catalytic areas eligible for UNDP support and intervention, and participate in the development of programme/project proposals in light of declared national priorities and UNDP strategic focus area of poverty;
- Play a key role in negotiation, design and formulation of programme and project documents in the areas of poverty and gender (including establishment of monitoring mechanisms; introduction of performance indicators/success criteria, targets and milestones; assess counterpart support capacity and advocate for them in Local Project Appraisal Committees (LPACs);
- Ensure mainstreaming of cross cutting issues of gender, HIV/AIDS and Human Rights in project activities and processes;
- Monitor ongoing projects substantively through reporting and analysis, validation and participation; participate in the preparation of periodic progress reports due by the projects; prepare and update project briefs and play a key role in the organization of periodic reviews and evaluations;
- Monitor ongoing projects financially to ensure efficient and timely delivery as well as achievement of targeted expenditure. This includes overseeing, correct monitoring of consistence between project budget and annual and quarterly plans as well as planned expenditures and disbursements; preparation and approval of budget revisions and timely payment of cost-sharing and cash contributions payments.

- Ensure timely delivery of technical and administrative inputs necessary to smooth implementation of the activities;
- Contribute to mobilize cost-sharing resources from the government, donors and other partners to leverage UNDP resources in the area of poverty;
- Participate in portfolio related knowledge and working groups and networks
- Perform non-programme functions such as ad hoc assignments

IV. Qualifications and Experience:

Education:

University degree in social sciences, economics or development studies, with focus on poverty issues particularly PRSP related.

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 poverty related issues at micro (project management) or macro (policies/strategies design, evaluation...) levels are desirable.

Key Competencies of the assignment:

- Ability to plan, organize, implement, monitor and evaluate tasks and to deliver outcomes to meet required deadlines
- Ability to build and maintain relationships with partners;
- Cross cultural sensitivity
- Self-motivated and team worker
- Excellent drafting and report writing skills;
- Computer literacy in windows environment;
- Fluency in oral and written English. Knowledge of Portuguese or Spanish desirable.

V. Learning Expectations:

Upon completion of the assignment, the JPO **will have:**

- A good understanding of UNDP programming process from Country Programme Formulation through implementation. The Country Programme outlines the areas of UNDP support to the country over a multi-year period, based on its comparative advantages;
- Full command of all aspects of programme management
- In-depth substantive knowledge of poverty issues from a macro and micro point of view including poverty reduction policies and strategies
- Understand the role of non-state actors and the challenges to participate in development processes
- Acquired field work experience.

And, will be able to:

- Lead formulation and management of development initiatives
- Articulate the role of non-state partners in development processes
- Work proactively with Government and other development stakeholders at central and decentralized levels

As part of the learning, the JPO will participate in UNDP's poverty knowledge network as well as in weekly learning sessions within the CO. The latter constitutes an excellent opportunity to acquire a broader vision of the country programme, exchange with colleagues and make substantive contribution to different other programmes and projects in the areas of poverty and governance.

VI. Background Information:

Poverty affects 54% of the estimated population of 19 million people, who live far below the poverty line, that is, on less than half a dollar per day. Around 80% of the poor live in rural areas and do have

limited capacity to cope with poverty due to the poor education levels; high household dependency rates; low agricultural productive, particularly in the familiar sector, lack of employment opportunities inside and outside the farm sector and infrastructure constraints.

In view of the above, the central objective of the Government is a reduction in the levels of absolute poverty in Mozambique, from 54% in 2003 to 45% by 2009, through the adoption of measures to improve the capacities of, and the opportunities available to all Mozambicans, especially the most vulnerable rural poor.

UNDP is currently in the process of developing its Country Programme for 2007-2009. The main objective of UNDP's cooperation over this period is to provide further support to the efforts of Mozambique to establish and/or maintain effective national institutions, both state and non-state, and to support the implementation of the development plans and, as necessary, the devising of national strategies for capacity-development.

As outline in the proposed CPD, UNDP focus on interventions supporting national development planning and policy management; local development through decentralization; democratic governance and legislative reform; increased access to justice, violence prevention and promotion of human rights; civil society enhancement; efficient use of available resources for equitable economic development and, HIV&AIDS and Gender Mainstreaming.

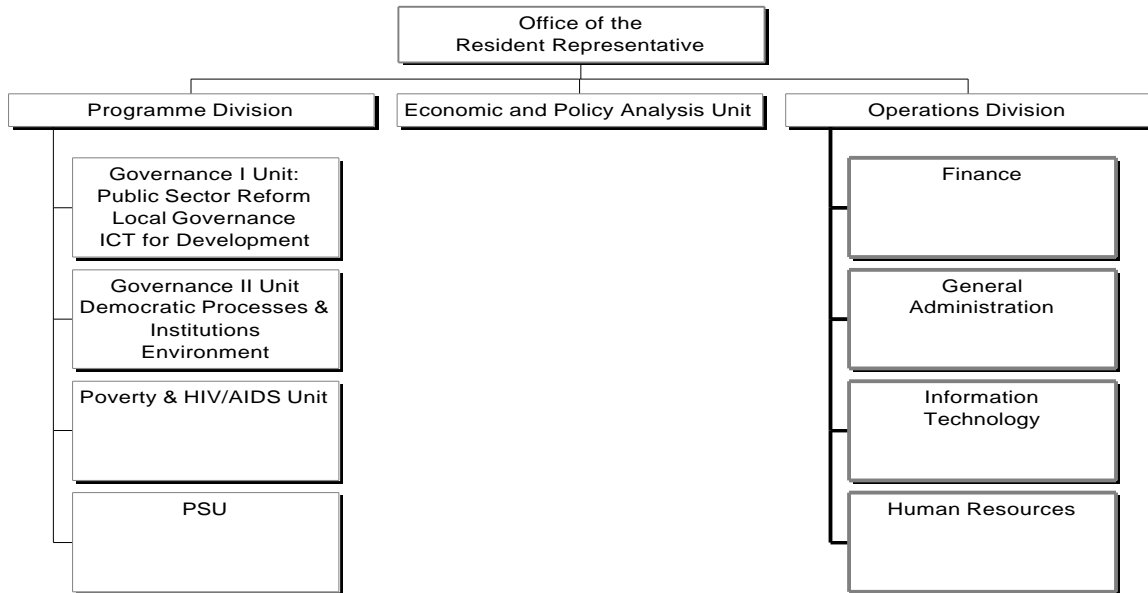
The JPO will contribute to the development and take responsibility for interventions under the national development planning and policy management and civil society enhancement clusters respectively seeking to strengthen government and civil society capacity for participatory development planning, implementation, monitoring and evaluation.

Please also see attached Organigramme.

VII. Information About Living Conditions at the Duty Station:

The JPO will be stationed in Maputo, the capital of Mozambique. He/She will travel to project sites outside Maputo often. Maputo is a pleasant seaside city, with a population of about 1,000,000 people. Goods and services are easily available. For detailed information on living conditions please visit the website: www.unsystemmoz.org.

UNDP Mozambique



UNDP Mozambique - Programme Division

