

Terms of Reference

"Special Assistant to the Resident Coordinator/Resident Representative" Amman - Jordan

Organizational context

The UN Resident Coordinator System, which is managed by UNDP, is aimed at strengthening coordination among UN Agencies, to achieve a better focus and enhance the impact of their activities. It works to improve the efficiency and effectiveness of the operational activities of all different UN Agencies at the country level. For this purpose, it promotes a coordinated multidisciplinary approach to the needs of recipient countries, under the leadership of the UN Resident Coordinator (RC). The coordination of operational activities is based on the comparative advantages of each UN Agency or Programme in its area of expertise, and includes sharing of information, joint planning for collaborative activities, common approaches to cross-cutting issues, and harmonization of programme cycles.

UNDP is active in a broad spectrum of fields and its focus in Jordan is to help the Hashemite Kingdom of Jordan to build and share solutions to the challenges of Poverty Reduction, Promoting Good Governance, Protecting the Environment and Natural Resources and Crisis Prevention and Recovery. In all these areas, UNDP pays particular attention to promoting information and communications technology for development, gender equality and equity, the inclusion of youth in development programmes and human rights protection.

The Resident Representative's Office provides the strategic directions to the Country Office (CO) and aims to pool the maximum of financial and human resources in the most efficient and effective manner. UNDP interacts with many interlocutors in Jordan, and the RR's Office will therefore forge partnerships with the Government of Jordan, represented through the Ministry of Planning and International Cooperation, the line ministries and policy makers, all agencies within the UN System, donors, NGOs, Private Sector and Civil Society. The Resident Representative is also the UN Resident Coordinator, the UNFPA Representative, the UN Designated Official for Safety and Security and is currently representing WFP in Jordan.

Objectives of the assignment

Under the guidance and direct supervision of the UN Resident Coordinator (RC)/Resident Representative (RR), the incumbent will reinforce the capacity of the RC Unit in a flexible and effective manner to prepare high quality research and monitor progress towards the UN Reform, the Millennium Development Goals (MDGs) and Global Conferences. The Special Assistant will provide effective support to the UN Country Team in preparation and implementation of country programming processes and products, including the Common Country Assessment (CCA) and the United Nations Development Assistance Framework (UNDAF) and UN programmes coordination. These will require the incumbent to carry out thorough analysis and research, identification of strengths and weaknesses, and development of strategies, policies, and programmes. The Special Assistant will also have to ensure the creation of strategic partnerships and implementation of the resource mobilization strategy for UNDAF implementation. The incumbent will actively monitor UN joint programming Activities.

The Special Assistant serves equally as the junior manager of the RR Office with the goal to assist in the daily responsibilities of the RR and to provide support to the implementation of UNDP's mission in

Jordan and to realize greater synergy and coordination within the office and for UNDP activities countrywide. The Special Assistant works in close collaboration with programme and operations teams and staff of the Country Office and UN agencies, RC Unit and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful and transparent coordination and implementation of UNDP programmes and activities.

Functions and key results expected

- 1. Performs RC/RR Office management functions and ensures preparation, implementation and timely follow-up on the RC/RR's responsibilities related to his multiple representational functions and the priorities in the office,** focusing on the achievement of the following results:
 - q Assist in the overall day-to-day management and coordination of the RC/RR Office activities, including setting priorities, providing follow up and feedback, preparing reports and publications, and ensure progress towards delivery of agreed results.
 - q Provide direct assistance to the RC/RR as required in terms of drafting correspondence, briefings, reports on issues relevant to the UNCT and CO activities.
 - q Prepare and make arrangements for incoming UN /UNDP missions under the guidance of the RC/RR and in close consultation with the relevant UN agencies, Units in the office, RC Unit and UNDSS, Headquarters, Government counterparts and UNCT members, as required.
 - q Ensure substantive preparations for RC/RR meetings and UN Country Team/CO retreats, including follow up on key actions and preparation of minutes.
 - q Coordinate the preparation of briefs and speeches and staff the RC/RR during meetings and official functions if required.
 - q Participate as a representative/observer of the RC Unit/RR Office in meetings, as required.

- 2. Assists in ensuring the strategic direction of and provides effective support to the RC Unit/RR Office in implementing and monitoring processes and products,** focusing on the achievement of the following results:
 - q Support the RC/RR to oversee the establishment and management of effective mechanisms for strategic planning and timely reporting.
 - q Facilitate information flow in the RC Unit and Country Office through proper monitoring of the business process.
 - q Coordinate the timely responding to UNDP corporate requirements, queries and deadlines.
 - q Support the RC/RR in identifying strengths and weaknesses in the United Nations and CO programmes in the context of forward planning and profiling of the United Nations and UNDP in Jordan
 - q Coordinate preparation of high quality documents as required.
 - q Research on new development and trends in UN/UNDP and ensure preparation of background material, reading files, etc.

- 3. Ensures effective advocacy of UN/UNDP activities in close consultation with the RC/RR and Front Office by** focusing on the achievement of the following results:
 - q Support the implementation of an outreach strategy for Government, Civil Society and partners of UN and UNDP.
 - q Support the management of media and communication strategies of the UN.

Coordinate the preparation of speaker's notes, talking points, speeches for the RC/RR for meetings, UN/UNDP events and other important information sharing activities.

4. Ensures support to UN/UNDP in managing strategic partnerships, and assists the RC/RR in preparing a resource mobilization strategy focusing on achievement of the following results:

- q Cultivate and further develop partnerships with government institutions, bi-lateral and multi-lateral donors, private sector, and civil society.
- q Analyze and research information on development initiatives in Jordan and donors activities in particular, and preparation of donor reports.
- q Coordinate the substantive preparations of fundraising meetings, roundtables and other key events in close consultation with appropriate counterparts in government, bilateral and multilateral partners, as necessary.

5. Ensures facilitation of knowledge building and management focusing on achievement of the following results:

- q Identify sources of information related to better office management and strategic thinking.
- q Identify and synthesize best practices and lessons learnt directly related to UN initiatives.
- q Contribute to knowledge networks and communities of practice.

6. Supports the RC/RR's Office in prioritization and planning of daily work focusing on the achievement of the following results:

- q Report on and keep the RC/RR up to date on UN/UNDP initiatives/decisions.
- q Monitor political developments in the country as required.
- q Research on new development and trends in UN/UNDP and ensure preparation of background material, reading files, etc.

Impact of results

The key results have an impact on the success of the UN Activities in general and the RC Unit/ UNDP Country Office activities in particular, strengthening of overall management and coordination capacity, and implementation of the UNDAF and the UNDP Work Plan. In particular, the key results have an impact on the design and implementation of UN activities in Jordan and the UNDP programme, creation of strategic partnerships, knowledge development and research for United Nations and UNDP initiatives and presence in Jordan, including the implementation and support of national strategies and priorities.

Requirements

Master's Degree Economics, Social Sciences, International Relations, Political Sciences or related field.

Minimum 5 years of post Master's relevant experience at the national or international level in providing management advisory services, UN or bilateral missions experience (Headquarters or

field level). An in-depth knowledge and understanding of the UN system would be an advantage..

Adherence to the UN's values and ethical standards, vision, mission, and strategic goals.

Demonstrated substantive and interpersonal networking capacity and clear understanding of developments in the Arab States region.

Analytical and synthetic skills are essential and diplomatic skills are necessary to efficiently adjust to and support a complex process involving many high level personalities.

Good management and organizational skills together with a substantive experience in the use of computers, office software packages, and web-based management systems.

Understanding of multicultural complexity. Excellent oral communication and writing skills in English. Knowledge of Arabic would be an advantage.

Skills and competencies

Ability to perform assigned tasks efficiently and in a timely manner.

Accuracy and attention to details.

Excellent communications and interpersonal skills.

Ability to adapt to changing work environment.

Ability to work under pressure .