

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:
UNCDF Programme Officer

Sector of Assignment:
Local Development

Country:
Timor Leste

Location (city):
Dili

Agency:
UNDP-UNCDF

II. Supervision:

First Supervisor: UNDP Assistant Resident Representative/Head of Unit for Governance, Dili

Second Supervisor: UNCDF Regional Portfolio Specialist, Bangkok

Content and methodology of supervision:

Under the guidance and direct supervision of the UNDP Assistant Resident Representative/Head of Unit for Governance, and with secondary guidance from the UNCDF Regional Portfolio Specialist (Asia), the UNCDF Programme Officer is responsible for the oversight of the UNCDF/UNDP Local Governance Support Programme (LGSP-TL) and UNCDF activities related to Local Development in Timor-Leste.

The UNCDF Programme Officer receives guidance and support from the UNDP Assistant Resident Representative/Head of Unit for Governance on UNDP country programme and strategy in addition to issues related to the agreed portfolio responsibility. S/he receives guidance and support from the UNCDF Regional Portfolio Specialist on portfolio management including disbursement of resources, financial and performance management and programme coherence at the regional level with regard to the UNCDF activities; from the UNCDF Operations Division on corporate operational issues; and from the UNCDF Business Development Division regarding tools and templates for partnership agreements.

The UNCDF Programme Officer works in close collaboration with the UNDP Operations Team, programme staff in other UN Agencies, government officials, technical advisors and experts, and civil society ensuring successful programme implementation. S/he provides guidance to national programme staff and develops and maintains partnerships with bi-lateral and multi-lateral organizations and other partners for non-core resource mobilization, knowledge management and policy support and harmonization.

III. Duties, Responsibilities and Output Expectations:

Summary of Key Functions: Implementation of programme strategies; Management of the UNCDF programme & office; Creation of strategic partnerships and implementation of the resource mobilization strategy; Provision of top quality policy advice services to the Government and facilitation of knowledge building and management.

1. Ensures implementation of programme strategies focusing on achievement of the following results: Thorough analysis and evaluation of the LGSP-TL provide substantive inputs to CCA, UNDAF, CPD, CPAP and other documents on behalf of UNCDF; Ensure that the LDP component of the LGSP-TL is implemented in accordance with programme strategies and outcomes identified in Programme Document; Provide strategic and operational support to the Intern-Ministerial Technical Working Group as needed to ensure strategic milestones are met and that the policy process is moved forward as scheduled; Provide strategic and operational support to the LG reform as needed
2. Ensures effective management of the UNCDF programme in the areas of decentralization and local development focusing achieving the following results: Support to operation including recruitment of project staff, procurement of equipment; Review of project team work plans ensuring clear performance targets are met; Coordination of programme implementation with project team, other government counterparts and local stakeholders; Management of financial, performance and operational aspects of the programme including facilitation of annual work planning process, ensuring achievement of outputs; Report on project achievements, delivery and other areas of accountability on a quarterly basis to UNCDF's Local Development Unit; financial reporting and compliance with reporting requirements for UNDP and other donors as appropriate; Support to UNCDF monitoring missions and UNCDF/external technical advisory missions; periodic visits to project sites to monitor progress, identify operational and financial problems and develop solutions; Support to preparation and management of external evaluations; Effective and efficient use of ATLAS in line with project cycle including Atlas approval authority at Level 1 for approval of POs and Vouchers.
3. Ensures effective office management focusing on achieving the following results: Manage effective and efficient UNCDF human resources, including staffing and performance management, in consultation with UNDP country office management and UNCDF as appropriate; Manage effective and efficient financial resources including preparation of management project, monitoring and reporting on disbursement.
4. Ensures creation of strategic partnerships and implementation of the resource mobilization strategy focusing on achievement of the following results: Development and maintenance of effective and efficient partnerships with UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector and civil society organizations in the areas of decentralization and local development based on strategic goals of UNCDF and UNDP, country needs and donors' priorities; Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.
5. Ensures provision of top quality policy advice services to the Government and facilitation of knowledge building and management focusing on achievement of the following results: Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt linked to UNCDF and programme country policy goals; Sound contributions to knowledge networks and communities of practice; Organization of trainings for the operations/ projects staff on programme issues.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent): Master's Degree or equivalent in Political Sciences, Economics or Development Studies or related field.

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

At least 5 years of relevant work experience at the national or international level in decentralization, governance, local development, rural development and/or development economics. Proficiency in Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Key Competencies of the assignment:

The key results have an impact on the success of country programme within the areas of decentralization and local development. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism

Functional Competencies:

- Promotes a knowledge sharing and learning culture in the office;

- In-depth knowledge on development issues
- Ability to advocate and provide policy advice;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills Development and Operational Effectiveness; Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Strong IT skills ;
- Ability to lead implementation of new systems (business side), and affect staff behavioral/ attitudinal change
- Management and Leadership;
- Focuses on impact and result for the client and responds positively to feedback; Leads teams effectively and shows conflict resolution skills; Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Builds strong relationships with clients and external actors;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.

V. Learning Expectations:

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).

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.
- 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:

See the UNCDF website for more details on the programme activities: www.uncdf.org

VII. Information About Living Conditions at the Duty Station:

This report has been prepared by the Office of the Resident Representative of the United Nations Development Programme. It is provided for information purposes only and does not commit the organizations and programmes of the United Nations system in any way.

http://co-info.undp.org/briefing.cfm?unit_id=B0402