

## TERMS OF REFERENCE Junior Professional Officers (JPO)

### I. General Information:

Title:

Programme Officer Early Recovery

Sector of Assignment:

Crisis prevention, humanitarian relief and recovery

Country:

Zimbabwe

Location (city):

Harare

Agency:

UNDP

### II. Duties, Responsibilities and Output Expectations:

Summary of Key Functions:

- Provide management and programmatic support in the design, implementation and monitoring of the Poverty Reduction & HIV/AIDS Mainstreaming programmes in line with the UNDP's overall corporate strategy, in accordance with the strategic frameworks of the country's development priorities, Country Cooperation Framework (CCF) and UNDAF
- Provide technical and programmatic support to the integration of new national, regional and HQ initiatives and UNDP CO programmes
- Provide technical support in the development of the Unit's strategic documentation including the annual, quarterly and activity plans as well as compiling periodical progress reports on the unit's activities in line with the CO regulations
- Contribute to knowledge networks within UNDP especially those pertaining to Early Recovery.
- Participates in resource mobilization in support of Early Recovery initiatives.

1. Provide management and programmatic support in the design, implementation and monitoring of the PR&HIV/AIDS Mainstreaming programmes in line with the UNDP's overall corporate strategy, in accordance with the strategic frameworks of the country's development priorities, Country Cooperation Framework (CCF) and UNDAF focusing on achievement of the following results:

- Provide technical support to PR&HIV/AIDS Mainstreaming Unit, CO, Government of Zimbabwe and other development partners on Early Recovery initiatives.
- Advise the Unit, CO and the state on re-engineering private sector development initiatives, in line with international best practice and norms.
- Provide technical support to development and implementation of Early Recovery initiatives.

2. Provide technical and programmatic support to the integration of new national, regional and HQ initiatives into UNDP Co programmes focusing on achieving the following results:

- Provide technical and advisory support in the development and implementation of Early Recovery projects and programmes in PR&HIV/AIDS Mainstreaming unit.
- Support the development of annual plans as well as progress reports on implementation of new initiatives
- Support the Government in the development of Early Recovery partnerships that promote sector specific capacity development plans

3. Provide technical support in the development and implementation of Unit/CO's strategic annual and quarterly activity plans as well as compiling periodical progress reports on the unit's activities in line with the CO regulations focusing on achievement of the following results:

- Support the development and or review Unit's strategic, annual, quarterly and activity work plans
- Participate in development and dissemination of unit progress and activity reports
- Participate in Unit, CO as well as UN Technical Working group on PR&HIV/AIDS Mainstreaming meetings
- Support the coordination of PR&HIV/AIDS Mainstreaming related missions to the CO/Unit from the Regional Service Centre and HQ
- Maintains up-to-date and accurate programme information/data and records

4. Contribute to knowledge networks within UNDP focusing on achievement of the following results:

- Participation in UNDP's communities of practice including Monitoring and Evaluation, shares experiences from PR&HIV/AIDS Mainstreaming programme issues
- Initiates, maintains working relationships, networks and communications, networking and partnership building with NGO's, donors, other UN agencies, Government ministries, and the private sector as part of knowledge sharing.
- Provides capacity building initiatives and promotes knowledge management initiatives in Early Recovery issues within CO programmes and Government departments and civil society organizations through training, workshops pertaining to Early Recovery.

### III. Qualifications and Experience:

#### **Education:**

Advanced university degree in international development, gender and development, economics, public policy, other relevant social sciences; or the equivalent combination of education and the extensive relevant professional experience in a related area.

#### **Work Experience:**

At least 3 years of progressively responsible professional experience in early recovery and/or development. Some professional experience in Africa would be a strong asset.

#### **Key Competencies of the assignment:**

##### Corporate Competencies:

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

##### Functional (UN) Competencies:

###### *Knowledge Management and Learning*

- Promotes knowledge management among UN and non-UN partners
- In-depth practical knowledge of inter-disciplinary programmatic issues regarding the transition from relief to recovery
- Actively works towards continuing personal learning and development, acts on learning plan and applies newly acquired skills
- Seeks and applies knowledge, information, and best practices from within and outside of the UN

###### *Coordination Effectiveness*

- Ability to lead the design and implementation of UN joint programme activities, strengthening of strategic partnerships for Early Recovery.
- Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.

###### *Management and Leadership*

- Focuses on impact and result for the client.
- Establishes priorities for self and other members of the team; schedules activities to ensure optimum use of time and resources.
- Ability to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates excellent oral and written communication skills.
- Builds strong relationships with clients and external actors.
- Manages conflict and stress, remaining composed and working as a mediator in crisis or antagonistic situations.
- Demonstrates openness to change and ability to manage complexities.
- Responds positively to critical feedback and differing points of view.
- Solicits feedback from staff about the impact of his/her own behaviour.

###### *Development and Operational Effectiveness*

- Ability to contribute to strategic planning, change processes, management and reporting.
- Ability to formulate, have oversight of implementation, monitoring and evaluation of strategic

plans/frameworks.

**Language Requirements:** Fluency in written and spoken English is required for this post.

**Other Skills:**

- Familiarity with programmatic issues surrounding relief to recovery transition.
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills.
- Demonstrated experience in analysis and problem solving.
- Experience in preparation of written reports prepared in an accurate and concise manner and public presentation skills.
- Experience in project design, implementation and evaluation/impact analysis.
- Computer literacy, including familiarity with spreadsheets, and power point presentations.
- Qualities of and experience in: teamwork, oral and written communication. Strong interpersonal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment.

**Summary of Critical Competencies for Immediate Response Situations:**

Possess a comprehensive set of competencies enabling immediately taking on the challenging role of working in early recovery efforts in the designated area of responsibility – strategic, integrity, results orientation, teamwork, good inter-personal skills, well developed communication skills, sound judgment, analytical skills, flexibility, proactive engagement, innovation, risk management, gender and culturally sensitive, ability to work under pressure and demonstrates high tolerance for change, complexity and unpredictability.

---

**IV. Learning Expectations:**

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

- Conduct Early Recovery needs assessments.
- Conduct training on ER for the UNCT, NGOs, donors, key govt staff/representatives as required.
- Lead discussions and finalisation of the development of the ER Coordination section/component of the draft ER Strategic Framework for Zimbabwe.
- Participate, as a member on the interagency mission for integrated ER programming.
- Coordinate the implementation of the early recovery activities.
- Draft/contribute to the drafting of response plans and project proposals related to the coordination of early recovery activities.
- Draft/contribute to the drafting of regular reports to the DRR and RR and the inter agency recovery team, and inform the global CWGER regularly of early recovery progress, developments, needs and areas of potential concern.
- Undertake such other related tasks as may be requested by the HC/RC.

---

**V. Background Information:**

Over the last 8 years there has been such an extensive socio-economic dislocation/regression at the local levels with substantial and growing dependence on humanitarian assistance which raises the need for external technical support for the finalisation of a national early recovery framework. In 2008 UNDP Zimbabwe CO conducted several evidence-based studies and interventions aimed at providing an in-depth understanding of the current and emerging political and socio-economic situation in Zimbabwe. These interventions include: (i) A Comprehensive Medium-Term Recovery Initiative in Zimbabwe (CMTRIZ); (ii) Strengthening National Capacity for Negotiation Skills, Conflict Prevention, Management, Resolution and Transformation (CPMRT) in Zimbabwe; and (iii) Recovery and Rehabilitation at Household and Community Levels. The interventions were undertaken with the cooperation of the Government of Zimbabwe, Civil Society Organizations, bilateral and multi-lateral donors, and the UNCT.

In October 2008, a BCPR-RBA mission assisted the UNCT to develop a draft Early Recovery Framework that provides an extension situation analysis on the state of basic social service provision, livelihoods and employment, governance and the rule of law, macro-economic fundamentals, internally displaced populations and hydro-meteorological hazards. The framework further provides indicative programme directions to address the problems mainly focusing on: Basic social services, agriculture and HIV/AIDS; Strengthening governance functions to deliver on short term priorities; building social cohesion and cross-community dialogue; youth training and employment; protection and empowerment of women in early recovery; restoring production, promoting livelihoods and establishing safety nets; supporting macro-economic planning and

stabilization; reintegration of IDPs and spontaneous returnees; and reducing disaster risks.

These interventions uniquely position the UNDP to be able to robustly respond to requests from new inclusive government in particular the Prime Minister's priority on Early Recovery which seeks to focus on community recovery/rehabilitation and sustainable livelihoods programmes, including the reconstruction of local government structures at district levels.

#### Description and responsibilities

Under the guidance and direct supervision of the ARR Poverty Reduction & HIV/AIDS Mainstreaming, the Programme Officer Early Recovery is responsible for the management of the Early Recovery programme within the Poverty Reduction and HIV/AIDS mainstreaming unit ensuring effective delivery of the CO poverty reduction programmes, by providing management and programmatic support for the design, implementation and monitoring of Early Recovery initiatives and programmes in line with UNDP rules and regulations. The Programme Officer works in close collaboration other programme, operations and other project staff in the CO as required for resolving complex programme related issues and exchange of information.