



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Assistant Representative</b>	<b>Duty Station: The Gambia</b>
<b>Grade (Classified)</b>	<b>NO-C</b>	
<b>Post Number:</b>	<b>00003866</b>	
<b>Post Type:</b>	<input type="checkbox"/> <b>Rotational</b> <input checked="" type="checkbox"/> <b>Non-Rotational</b>	
<b>Classification Authority:</b>	<b>DHR Director</b>	<b>Date: August 2017</b>

### 1. Organizational Location

The UNFPA/ Government of The Gambia 8th Country Programme focuses on two outcomes which are: 1. Sexual and Reproductive health and 2. Adolescents and Youth. To support the implementation of the programme and quality delivery, the UNFPA Country Office is seeking an **Assistant Representative**.

Under the guidance of the Representative, the Assistant Representative has a dual role. He/she is the primary implementer of the Country Programme, playing a leadership role with a programme team in the country office. Additionally, the Assistant Representative as doubles as the Programme Specialist on Population and Development and substantively contributes to the management of UNFPA activities in the areas of population and development, Demographic Dividend, reproductive health and gender. Acting as an analyst/advisor, the Assistant Representative proactively provides the Representative with information on achievement of results in the implementation of UNFPA programmes.

The Assistant Representative is located in The Gambia Country Office (CO).

### 2. Job Purpose

The Assistant Representative is programme lead for the Country Office and Specialist for Population and Development. S/he ensures the effective management of UNFPA activities in the areas of population and development with a focus on integration of population dynamics considerations into national and regional development planning and strategies, and advancing policies on ageing, urbanization and migration that are supportive of the International Conference on Population and Development (ICPD) Agenda and Agenda 2030 and related South-South and triangular cooperation (SSTC) initiatives. S/he leads project formulation and evaluation, joint programming initiatives and national development frameworks.

The Assistant Representative establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bi-lateral donor agencies and civil society to address emerging issues and to facilitate programme delivery.

He/she must effectively influence counterparts from diverse backgrounds to jointly contribute to advance the ICPD policy agenda. The Assistant Representative acts on behalf of the Representative in his or her absence.

Within the context of UNFPA's eighth Country Programme 2017-2021 with the Government of The Gambia, the Assistant Representative/Programme Excellence as head of programmes will lead in innovation and ensuring a return on investments. S/he will work on implementation of UNFPA's global strategies on population and

development within the policy and programme context of The Gambia. The Assistant Representative/Programme Excellence will lead the establishment of strategic partnerships, resource mobilization and programme innovation in support of the UNFPA Country Programme in The Gambia.

### **3. Major Activities/Expected Results**

- Creates substantive knowledge of population and development, reproductive health and gender issues in the country, assesses technical assistance needs in these areas and advises on the suitability of programmes and projects to meet these needs.
- Leads the planning and technical review of implementing partner work plans to ensure that they are in line with the Gambia Government/UNFPA 8<sup>th</sup> Country Programme Document and the UNFPA Strategic Plan
- Provides guidance to Programme Analysts/IP Managers on IP Management and ensure documentation of planning, spot checks, site visits and engagement with implementing partners with clearly defined outputs
- Addresses policy issues and provides substantive inputs to facilitate policy dialogue and the incorporation of these policies into national plans and strategies, UN systems initiatives and development frameworks (CCA, UNDAF, PRSPs, SWAPs, SDGs)
- Provides substantive leadership and inputs into the design and formulation of programmes and projects translating UNFPA's mandate and strategic priorities into local interventions and responding to Government plans and priorities. Introduces into the project formulation process the results of programme and project reviews and evaluations, best practices, as well as innovative strategies, approaches and policies.
- Support the creation of Population and Development Networks such as Network of Parliamentarians to support the implementation of ICPD Beyond 2014 agenda, SDGs, Agenda 2063 and harnessing the Demographic Dividend in The Gambia
- Advises and reports on achievement of programme and project results, proactively measuring substantive progress and the effective utilization of financial and human project resources using appropriate monitoring and measuring mechanisms and tools.
- Leads programme and project implementation guiding and orienting executing agencies and project personnel introducing effective modalities and practices of implementation.
- Creates and documents knowledge by evaluating programmes, projects and ongoing experience for lessons learned, best practices and replicable strategies and approaches and actively shares and applies this knowledge.
- Takes opportunities to advocate and advance UNFPA's policy agenda by participating in public information events.
- In collaboration with Government counterparts, NGOs and other partners, the Assistant Representative/Programme Excellence leads the formulation and design of the P&D component of the country programme and its associated projects in line with Government priorities and according to UNFPA programme policies and procedures.
- Undertakes analysis of national and regional trends, gaps, challenges in addressing major P&D issues in The Gambia, to identify strategic entry points for new initiatives, planning future strategies, or strengthening existing work to advance the ICPD Agenda and Agenda 2030.

- Supports the achievement of programme results by ensuring appropriate policies and procedures are applied, and appropriate monitoring and oversight mechanisms and systems are established and implemented.
- Assesses implications of new policy developments and strategies on programme execution and ensures appropriate implementation. In addition, analyzes policy papers, strategy documents, national plans and development frameworks and prepares briefs and inputs for policy dialogues on population and development related issues in line to ICPD beyond 2014 Action Plan and SDGs
- Oversees programme implementation by Implementing partners on population and development, while also establishing collaborative partnerships with experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of programme inputs,
- Provides technical support to UNFPA staff members and external entities on population and development issues, including implementation of the demographic dividend policy options for Gambia. In addition, support institutional and technical capacity building to address identified training needs.
- Ensures the generation and documentation of policy and programme relevant knowledge about current and emerging population development trends, RH, adolescent and youth and gender issues, by the programme team through the collection, collation analysis of evidence, data, field experiences, lessons learned, and best practices, subsequently support the timely and effective utilization of the knowledge for programme planning, implementation, monitoring, evaluation, and information sharing through south-south and triangular cooperation.
- Participates in overall advocacy and resource mobilization efforts of the Country Office by ensuring preparation of relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in related donor meetings and public information events.
- Supports the CO's efforts in generating knowledge from country programme implementation by synthesizing and documenting key findings and lessons learned, success stories and best practices and drafting relevant materials for dissemination.
- Represents the Country Office in the Programme Coordination Group and any other relevant Group
- Ensures the creation and documentation of knowledge about current P&D issues, by the programme team through the analysis of programme, projects, strategies, approaches and ongoing experience for lessons learned, and uses this knowledge for information sharing, strategic communication and policy advocacy.

### 3. Work Relations

**Internal work relation:** Internal contacts include the Representative, Deputy Representative, the CO's programme/technical team, other divisions/branches at HQ, the RO and the SRO, and counterparts in other country offices.

*Key internal meeting: Bimonthly programme meeting, quarterly all staff meeting.*

**External work relation:** External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

### 4. Functional Competencies

#### 1. Advocacy/Advancing a policy oriented agenda

Creates effective evidence-based advocacy messages and strategies using opportunities to bring forward and disseminate advocacy work. Performs analysis of economic and political situations and scenarios and contributes to the formulation of institutional responses

**2. Results-based programme development and management**

Achieves results by effectively monitoring, evaluating programmes and projects and managing the projects' human, financial and information resources. Seeks out best practices and innovative approaches and applies them to programme/project development and implementation.

**3. Innovation and marketing of new approaches**

Seeks a broad range of perspectives in developing project proposals using documented successes and lessons learned in the design of innovative approaches. Identifies new approaches that are replicable, generalizable and promotes their use in other situations.

**4. Leveraging the resources of national governments and partners/Building strategic alliances and partners**

Effectively networks with partners seizing opportunities to build strategic alliances with institutions and individuals relevant to UNFPA's mandate and strategic agenda. Sensitizes UN partners, donors and government authorities to the Fund's strategic agenda, identifying areas for joint efforts

**5. Resource mobilization**

Analyzes information on potential bilateral donors and government authorities to recommend a strategic approach. Promotes and encourages Country Office action for increased contribution to core resources, including cost sharing modalities

**5. Core Competencies**

**Values**

**1. Integrity/Commitment to mandate**

Maintains consistent values and performance standards and expresses UN/UNFPA core values in all functions and roles. Exercises critical judgment in analyzing institutional directions, procedures and guidelines in order to contribute to the improved fulfilment of the mandate.

**2. Knowledge sharing/Continuous learning**

Encourages the learning of others by acknowledging their skill sets and expertise and creating learning opportunities. Creates mechanisms to collect and share knowledge evaluating project and ongoing experience for lessons learned.

**3. Valuing diversity**

Demonstrates inclusive behavior towards all colleagues and stakeholders, successfully developing cross-cultural relationships. Adapts programme/project implementation to take account of the political, religious and cultural context. Actively promotes gender equity in all programme activities as well as in office management.

**Managing Relationships**

**4. Working in teams**

Promotes teamwork and harmony collaborating with team members integrating others' ideas into his/her thinking. Leverages the different experiences and expertise of members to achieve better, more innovative outcomes.

**5. Communicating information and ideas**

Encourages open communication in the team demonstrating the ability to see issues and situations from team members' perspective. Frankly expresses ideas and concerns and encourages dialogue to develop an optimal solution without jeopardizing rapport with colleagues.

**6. Conflict and self-management**

Surfaces conflicts and addresses them proactively acknowledging feelings and views of all sides and redirecting energy towards a mutually acceptable solution. Creates a climate of enthusiasm and flexibility where people feel encouraged to be innovative and give their best.

**Working with people**

**7. Empowerment/Developing people/Performance management**

Delegates appropriate responsibility, accountability and decision-making to staff and recognizes and rewards effort and achievement. Builds staff competence helping them to conceptualize long-term development goals and to reach a higher performance level. Manages the performance of others by conducting work planning, providing helpful feedback, expressing appreciation and addressing poor performance fairly and consistently.

**Personal Leadership and Effectiveness**

**8. Strategic and analytical thinking**

Develops a long-term strategic perspective on issues and programmes converting UNFPA strategic goals into plans and action. Applies results of analysis building persuasive arguments based on logic, data and the objective merits of a situation.

**9. Results orientation/Commitment to excellence**

Ensures that work methods and processes are effective and appropriate for the achievement of desired results and seeks ways to maximize the efficient use of resources. Redirects staff activities to ensure timely completion of the unit's work using tact and sensitivity.

**10. Appropriate and transparent decision making**

Makes decisions in a fair, transparent and expeditious manner in light of available information and commits to a position.

**6. Job Requirements**

**Academic Requirements:**

Master's degree in health, population, demography and/or other related social science field.

**Experience:**

5 to 8 years professional experience preferably in programme/project management in the public or private sector.

**Languages:**

Fluency in oral and written English.

**Computer skills:**

Proficiency in current office software applications

**Application Process:**

Interested applicants are requested to submit a cover letter, updated CV and a completed P-11 form to the email address below:

**[vacancy.gambia@unfpa.org](mailto:vacancy.gambia@unfpa.org)**

The closing date for submission of applications is 6<sup>th</sup> October 2017. All applications should be clearly marked “**Application for the Position of Assistant Representative**”.

**You may also access this vacancy through the UNFPA link below:**

<http://gambia.unfpa.org/en/vacancies>

OR

[https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_PRE&Action=A&TargetFrameName=](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&TargetFrameName=)