



## JOB DESCRIPTION

---

<b>Official Job Title:</b>	<b>Assistant Representative</b>	<b>Duty Station:</b>	<b>Dar es Salaam</b>
<b>Grade (Classified)</b>	<b>ICS 11 (NO-D)</b>		
<b>Post Number:</b>	<b>3113</b>		
<b>Post Type:</b>	<b>Fixed Term – One Year (Renewable)</b>		
<b>Closing Date:</b>	<b>28 November 2014</b>		
<b>Eligibility:</b>	<b>Tanzanian Nationals Only</b>		

### 1. Organizational Context

The UNFPA Tanzania Country office works as part of the One UN Reform to ensure that population issues are central to national initiatives to promote social economic development in the context of the National Development Plans.

Under the overall guidance of the UNFPA Deputy Representative, and the direct supervision of the Deputy Representative, the Assistant Representative provides support to ensure programme efficiency and effectiveness of the UNFPA support to the Government of Tanzania within the context of the United Nations Development Assistance Plan (UNDAP). The Assistant Representative will also coordinate knowledge management and support partnership building initiatives.

### 2. Job Purpose

The Assistant Representative substantively contributes to the management of UNFPA activities in the areas of population and development, reproductive health and gender. Acting as an analyst/advisor, the Assistant Representative proactively provides the Representative strategic guidance on issues related to UNFPA's mandate and with information on achievement of results in the implementation of UNFPA programmes.

### 3. Major Activities/Expected Results

- 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.

- Responds creatively to complex challenges and frequently changing demands in terms of a fluctuating resource base, multiple funding arrangements and donor contacts, and complex programme/project execution modalities. The Assistant Representative advances the ICPD policy agenda in a politically sensitive environment, responding appropriately to national priorities.
- Analyzes population and development, reproductive health and gender issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities. Takes opportunity to advocate and advance UNFPA's policy agenda by participating in public information events.
- Facilitates and coordinates technical assistance and promotes partnership, synergy and strategic alliances with counterparts in government, multilateral and bi-lateral agencies and civil society to address emerging issues and to facilitate programme delivery.
- Contributes to UN systems coordination through participation in UN country team meetings and takes a pro-active role in the implementation of UN Reform at the country office level in particular the formulation and implementation of United Nations Development Assistance Plan (UNDAP), UN joint programmes, the UN inter-agency dialogue on sexual reproductive health and other population related issues.
- Conducts substantive policy dialogue with Government counterparts, UN agencies, and other development partners to facilitate the incorporation of UNFPA's programme priorities and ICPD agenda into national plans and strategies.
- Promotes a results based approach in planning, designing and managing the UNFPA programme of support to Tanzania and ensures the introduction and strengthening of evidence based programming as well as effective and efficient utilization of UNFPA resources.
- Advises and reports to the UNFPA Representative on achievement of programme results, proactively measuring substantive progress with effective and efficient utilization of UNFPA resources.
- Participates actively in government-led population and health fora and advises the government on the design and implementation of national and sectoral strategies and policies aimed at promoting access to sexual and reproductive health including adolescent health. Assists the Government and other executing agencies in the coordination of assistance for population programmes.
- Promotes knowledge sharing and continuous learning, testing, linking and documenting innovative strategies, approaches, lessons learned and best practices inside and outside UNFPA and replicating these strategies and approaches.
- Contributes to resource mobilization strategy by analyzing information on potential donors, preparing substantive briefs and project proposals in line with donor priorities, creating feedback mechanisms and providing information on progress of donor funded projects. Identifies opportunities for cost sharing.

#### **4. Work Relations**

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

Internal contacts include the Representative, Deputy Representative, the country office's programme/technical team, other divisions/branches at HQ, Regional Office, and counterparts in other country offices. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

#### **5. Job Requirements**

##### **Education:**

Advanced degree in Public Health, Social Sciences, Population, Demography, Gender and/or other related social science field.

##### **Knowledge and Experience:**

- At least 8 years of progressively responsible professional experience in the field of development and/or population activities, preferably in programme/project design, appraisal and management.
- Knowledge of relevant international and national policies, plans and programmes in the field of population and development, reproductive health and gender
- Proven ability to lead and manage teams to achieve demonstrable results.
- Demonstrated experience in strategic planning and programme coordination.
- Excellent communication skills, including oral and written English, and fluency in Swahili.
- Familiarity with the UN system and/or experience of working with an international organization is an advantage.
- Proficiency in current office software applications.
- Strong advocacy, negotiation and mediation skills.
- Communications and media experience is desirable

##### **Required Competencies:**

##### **Values**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

##### **Core competencies**

- Achieving results
- Being accountable
- Developing and applying professional expertise/business acumen
- Thinking analytically and strategically
- Working in teams/managing ourselves and our relationships
- Communicating for impact

### **Managerial competencies**

- Providing strategic focus
- Engaging internal/external partners and stakeholders
- Leading, developing and empowering people/creating a culture of performance
- Making decisions and exercising sound judgment

### **Functional Competencies:**

- *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;
- *Results based programme development and management* – Achieves results by effectively monitoring and 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;
- *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;
- *Leveraging the resources of partners/ building strategic alliances and partnerships* – 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;
- *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.