

United Nations JPO Programme



Code#:

Submitted by: _____

Name:

Title:

Duty Station:

Agency/Unit:

Email:

I have no objections to share my contact information with the candidate/donor I agree I disagree

Signature: _____ **Date** _____

Mandatory for field positions: please indicate an HR focal point/ administrative contact person in the field duty station

Name:

Title:

Email:

Approved by (If different from above): _____

Name:

Title:

Duty Station:

Agency/Unit:

Email:

Signature: _____ **Date** _____

** Donor countries expect receiving offices to provide supervision and office space for SARCs. In order to host a SARC, receiving offices will need to liaise with their own Executive Office in connection with the provision of office space including Computer, Telephone and UN Email address.*

United Nations JPO Programme





TERMS OF REFERENCE

Special Assistant to the Resident Coordinator (SARC)

I. General Information

Title:

SARC in (please enter an existing UN job family)

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):

(Please enter the sector of the assignment)

Organization/Office:

United Nations / (Please enter organization/office spelled out)

Duty Station:

(Please enter the city and country of the duty station)

[Non-Family Duty Station: yes / no

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Direct Supervision by:

(Please enter name of supervisor)

Title of Supervisor:

(Please enter the title of the supervisor)

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (SARC) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the SARC and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the SARC's performance.

(Please enter additional details on methodology of supervision, e.g. weekly meeting with the supervisor etc.)

III. Duties, Responsibilities and Output Expectations

(Please enter a detailed list of duties the SARC will have to undertake)

IV. Qualifications and Experience

Education:

Advanced university degree in... (Please enter fields of studies requested)

Work experience:

(min. "5 years")

Languages:

(At least one UN working language)

Other skills:

(Computer skills etc.)

UN competencies:

(Please choose "Professionalism" and an additional 2 to max. 4 UN competencies that you deem most relevant for the TOR. Please delete all other competencies.):

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

ACCOUNTABILITY: Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside



and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client

CREATIVITY: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches

TECHNOLOGICAL AWARENESS: Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

V. Learning Elements

On completion of the assignment, the SARC will have/be able to... (Please indicate clearly defined learning elements that result from the tasks the SARC has to carry out during his/her assignment in the form of measurable results, for instance:

- Write assessment reports
- Assess project proposals
- Draft project budgets according to UN standards
- Formulate job descriptions and project documents to address environmental problems in the region
- To monitor progress in solving the industrial pollution problems and to formulate remedial action proposals
- Etc.)

VI. Background Information

(Please enter some background information about the main function of the office concerned, which provides a framework for the expected performance)

This information should include:

- General information about the organizational structure of the local UN organization (including an organigram), number of international and national staff in the whole office and in the unit where the SARC will be working etc.
- General outlines about the programme or project the SARC will be working in (history, recent developments concerning the programme/project)
- Outline about planned developments concerning the programme/project

PLEASE INCLUDE ALL BACKGROUND INFORMATION IN THIS WORD DOCUMENT (e.g. organigrams) as they will not be sent separately. Thank you!