# Vacancy Announcement

## UN JPO Programme

**SARC in UN Coordination**

**Special Assistant to the Resident Coordinator (SARC), Resident Coordinator’s Office (RCO)**

**Closing date**

11 November 2019
6 am EST

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## Vacancy Announcement # 19P123

### I General information

<table>
<thead>
<tr>
<th>Title:</th>
<th>SARC in UN Coordination</th>
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<tr>
<td>Sector of Assignment:</td>
<td>UN System Coordination</td>
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<tr>
<td>Country:</td>
<td>Ethiopia</td>
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<tr>
<td>Location (City):</td>
<td>Addis Ababa</td>
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<td>Agency:</td>
<td>Resident Coordinator’s Office (RCO)</td>
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<td>Duration of Assignment:</td>
<td>Initially one year with the possibility to extend up to 3 years</td>
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<td>Grade:</td>
<td>P3 step 1 in the first year</td>
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**Note:** This position is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of Finland and is addressed exclusively to candidates with Finnish citizenship. Candidates should be no more than 38 years of age (i.e. born on or after 12 November 1980) at the time of application. More information on the Finnish JPO Programme can also be found on the website of the Ministry of Foreign Affairs of Finland.

### II Duties, responsibilities and Output Expectations

1) Ensures effective support to the UNCT in preparation and implementation of country programming processes and products, including the UNDAF and joint programmes, focusing on achievement of the following results:

- Thorough analysis and research of the political, social and economic situation in the country in coordination with relevant national counterparts. Provision of secretarial support to the Programme Management Team (PMT) and Result Groups (RGs) for each UNDAF Pillar ensuring full participation of UN Agencies, Government, civil society, multilateral and bilateral institutions and effective coordination of the UNDAF (2016-2020) implementation and preparations for the next UNDAF cycle (2020-2025).
- Support establishment of effective mechanisms for monitoring UNDAF implementation based on the UNDAF Results Matrix in consultation with UN Agencies, Government, and civil society, multilateral and bilateral institutions.
- Support to monitoring of the activities of the UN inter-agency teams and RGs. This includes UNDAF annual reviews.
- Identification of strengths and weaknesses in UN coordination in the context of UNDAF, UN System reform and SDGs. Provision of advice on adjusting strategies and coordination arrangements, cost-effective and efficient implementation of joint UN programmes, common services and other UN functions.
- Development of strategies, policies and programmes in close consultation with UN Agencies aimed at reaching the SDGs and establishment of the system for monitoring the progress towards the SDGs and Global Conferences.
- Coordination support for management of joint programmes.
- Integration of policy advice in programming and implementation, within human rights-based approach, gender equality, results-based management, capacity development and environmental sustainability standards.

2) Ensures preparation and implementation of the UNCT Work Plan focusing on the achievement of the following results:

- Coordination of the RC Annual Report, UNCT Work Plan, reports and proposals for funding...
preparation.

- Coordination of substantive preparations and support provided for UNCT retreat and other UNCT meetings.
- Support for managing and monitoring the RCO budget and other funds mobilized from various sources dedicated to UNCT activities.

3) Ensures effective advocacy of UN activities in close consultation with the UN Communication Group (UNCG) and the information / communication focal points of the UN system focusing on the achievement of the following results:

- Maintenance of the systematic information on RC system activities.
- Implementation of the outreach strategy for partners of the UN system.
- Preparation of speakers notes, talking points, speeches for major advocacy events of the UNRC and UNCT, in close consultation with the RC, UNCT, UN Communications Group (UNCG) and partners.

4) Ensures creation of strategic partnerships and implementation of the resource mobilization strategy for UNDAF implementation focusing on achievement of the following results:

- Development of partnerships with Government institutions, bi-lateral and multi-lateral donors, private sector, civil society.
- Analysis and research of information on donors, preparation of substantive briefs on donor strategies and national development strategies, provision of advice to UN RC on ensuring synchronicity, alignment and complementarity between these strategies and UN activities.
- Coordination of the substantive preparations of the UNCT for roundtables and other key events in close consultation with appropriate counterparts in government, bilateral and multilateral partners.
- Developing and managing joint programmes and other new initiatives which can be used to mobilize resources.

5) Ensures facilitation of knowledge building and management focusing on achievement of the following results:

- Identification of sources of information related to coordination. Identification and synthesis of best practices and lessons learnt directly linked to country policy goals.
- Identification of national policies and institutions that require strengthening to ensure effective UNDAF implementation and provision of advice in close consultation with UNCT.
- Establishment of electronic and other systems for agencies without field representation to access national institutions and processes and for national partners to access the expertise of agencies without field representation.
- Sound contributions to knowledge networks and communities of practice including UNINFO online platform.
- Organization of training workshops for UN staff on coordination and other thematic/technical issues.

6) Supports effective coordination of events and surveys related to the UN Coherence and Delivering as One initiatives focusing on achievement of the following results:

- Preparation of the High-level Steering Committee (HLSC) meetings.
- Coordination for the completion of the various surveys on UN Coherence, including the ones related to the quadrennial comprehensive policy review (QCPR).
- Support to the completion of the RC/UNCT performance appraisal.
- Support to the UNCT capacity assessment exercise and follow-up capacity development activities.
- Preparation of the high-level delegations including the visits of the UN Secretary General and other UN Principals visit’s to the country.
- Group Chair and Executive Boards.

III Training component: Learning elements and expectations
As part of the SARC Programme overall framework, the SARC will benefit from the following training and learning opportunities:

- Use of yearly SARC duty-related travel and training allocation (DTTA), as per the online DTTA guide
- Other training and learning opportunities offered in partnership with UNDCO.

In addition, the SARC will benefit from the following specific training and learning modalities/opportunities in the receiving office:

- Experience in supporting leadership for change, implementing UN Reform at the country level.
- Experience building and coordinating collaborative partnerships among institutions, including UN agencies, government, civil society, multilateral/bilateral aid institutions and media.
- Extended knowledge of key national oversight institutions, government and multilateral/bilateral institutions involved in ODA policy.
- Presentation, teambuilding, advocacy, resource mobilization/coordination and negotiation/consensus building skills.
- Development and implementation of joint programmes and networking for resource mobilization.
- Ability to design and implement multi-stakeholder strategies.
- Fully comprehend the UN RC system, its rules and procedures.
- Write assessment reports on the coordinated activities of the UN system.
- Prepare annual work plans and related budget for the UN Country Team.

### IV Supervision

**Title of Supervisor:**
Head of UN Resident Coordinator Office

**Content and methodology of supervision:**
As part of the SARC Programme overall framework, the SARC will benefit from adequate supervision modalities such as: Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the SARC; Establishment of a work plan, with clear key results within the Performance Management and Development (PMD); Effective supervision through knowledge sharing and performance/development feedback throughout the Assignment; Easy access to the supervisor; Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness; Guidance and advice in relation to learning and training opportunities within the field of expertise; Completion of the yearly Performance Management Document (PMD); If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties.

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

### V Required Qualifications and Experience

**Education:**
Advanced university degree in a relevant field of expertise.

**Working experience (incl. internships and volunteering):**
Minimum 5 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects, including 3 to 5 years of working experience preferably in developing countries. Experience in coordination, advocacy and advisory work. Knowledge about the UN and RC systems would be an advantage. Experience in the usage of computers and office software packages, experience in handling of web-based management systems.

**Languages:**
Working knowledge of English is mandatory. Knowledge of another UN language is an asset.
UN 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

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

LEADERSHIP: Serves as a role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement; does not accept the status quo; Shows the courage to take unpopular stands

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

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.

VI Background information on Agency/Department/Section

Information on the receiving office: The Resident Coordinator’s Office in Ethiopia is one of the largest with 15 staff members (8 internationals and 7 nationals). The UN is one of the largest partners in Ethiopia. The UNCT includes 30 resident agencies with over 3,000 staff members.

Ethiopia is recognized as a self-starter country in the Delivering as One agenda. With strong commitment of the Government, the UNCT has agreed on five key principles for Delivering as One, standard operating procedures and a roadmap for the implementation.

Living conditions at the Duty Station: Addis Ababa is the Federal Capital of Federal Democratic Republic Ethiopia and a Chartered City; having three layers of Government: City Government at the top, 10 Sub City Administrations in the Middle, and 99 Kebele Administrations at the bottom. The city’s average elevation is 2,500 meters above sea level, and hence has a fairly favorable climate and moderate weather conditions. The climate is sunny and temperate, but it can be very cold at night, with freezing temperature at times. It is therefore advisable to bring warm clothing and foresee using heaters and/or log fires when necessary. Addis Ababa is the capital city of Ethiopia, the seat of the African Union (AU) and the United Nations Economic Commissions for Africa (UNECA). Ethiopia also hosts close to 80 embassies or diplomatic missions. Thus, there is a very large community of expatriates from all over the world. Smoking/Non-Smoking environment (as applicable): UN Resident Coordinator’s Office is located at the UNECA compound which is a non-smoking environment.

VII How to apply

Applicants should submit their application electronically directly to the Organization. Candidates who would like to apply should do so online via https://owa.undesa.it/oas/oas.aspx?CMD=START&CP=6

Applications must be received no later than Monday, 11 November 2019, 6 am (Eastern Time UTC-5, New York USA). Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.
Only short-listed candidates will be contacted thereafter.