

From: Vacancy [vacancy@unfpa.org]
Sent: Wednesday, May 01, 2013 3:33 PM
To: ALL STAFF; HR OUTREACH CONTACTS
Subject: Vacancy Announcement - Job ID 2230 - Deputy Regional Director, Cairo, Egypt, Arab States Regional Office, ICS-13 (D-1)

We are pleased to advertise the following vacancy.

VACANCY NO: Job ID 2230
CLOSING DATE: 29 May 2013 (at 5:00 p.m. New York time)
POST TITLE: Deputy Regional Director
CATEGORY: ICS- 13 (equivalent to D-1)
POST TYPE: Rotational
POST NUMBER: 00040051
DUTY STATION: Cairo, Egypt
DURATION: One year (renewable)¹
ORGANIZATIONAL UNIT: Arab States Regional Office (ASRO)

ORGANIZATIONAL SETTING:

The Deputy Regional Director post is located in Arab States Regional Office and reports directly to the Regional Director. The post supports the Director in terms of the day-to-day leadership, programming and representation of the Office. The Region includes Regional and Country Office structures. The Deputy provides leadership and guidance to the regional team of technical and programme staff and provides leadership to the RO in the absence of the Regional Director.

MAJOR ACTIVITIES/EXPECTED RESULTS:

A. Leadership –Supports the Regional Director in the management of the Regional office, in close collaboration with the International Operations Manager; provides leadership to the RO in the absence of the Regional Director:

Contribute a regional perspective to the formulation of UNFPA policies, strategic plans and strategies in close collaboration with the Regional Management Team (RMT) and in consultation with the Regional Desk Adviser;
Within the Regional Management Team promote the development of region-specific strategies; ensures synergies between regional programme and country level activities for the Regional Director’s approval;
Ensure the preparation of various reports (e.g., annual report, reports to the Executive Board, responses to the Board of Auditors, etc) by responsible managers / advisers;
Coordinate review and analysis of Country Office Annual Reports (COARs) and identify critical issues for follow up; and
Provide leadership to Regional programmes and operations in the absence of the Director.

B. Operational – Oversees the management of the regional programme, ensures the coherence of all programme activities in the Region with corporate priorities and ensures the integration of results based management in all programme activities:

- Provide direction and support to regional programme staff in guiding and overseeing the country (e.g., CCA/UNDAF and Joint Programming) and regional programming processes in all phases to ensure coherence with organizational/national/regional priorities and development frameworks as well as consistency with principles of results based management;
- Enhance the integration of technical and programme support to promote seamless, effective aid assistance within the region;
- Provide direction and support to regional programme staff in guiding and supporting Country Offices on programme management ensuring proper application of UNFPA policies and procedures;
- Oversee management of programme resources and advise the Regional Director on allocation of resources; monitor and periodically brief the Regional Director on status of programme implementation; undertake field monitoring visits;
- Support management of UNFPA response to humanitarian crises in the region in consultation with HRB; and
- Support and coordinate Country Office resource mobilization efforts through contacts with UN Missions/RMB; facilitates special resource mobilization events.

C. Management of resources –Provides leadership and guidance to the technical and programme team, and, with support from the Regional Team Coordinator, ensures integrated, adequate, quality and timely support to the country offices:

- Support the Regional Director in all aspects of programme budget, finance and staff management.
- Collaborate with the International Operations Manager and Regional Management Team to consolidate/coordinate the preparation of Regional Annual Office Management Plan (OMP);
- Coordinate and manage Regional output;
- Promote a team-based, harmonious working environment that recognizes initiative, openness and performance;
- Supervise the Regional Team Coordinator and the technical and programme staff, providing necessary coaching and quality assurance;
- Promote effective information/knowledge sharing across the region; and promote opportunities for collaboration as well as staff development at all levels;
- Liaise with Country Offices to ensure that Management Audit recommendations are addressed;
- Support the Regional Director in assessment of RC performance; collaborate with DHR/Division Director in obtaining information on the suitability of RC candidates; coordinate briefing/orientation of newly selected RCs;
- Provide input to the performance appraisals of UNFPA Representatives and Deputy

Representatives;

- Liaise closely with DHR, the Regional Director and the Operations Manager to ensure that staff management issues are adequately addressed, and are in line with the vision of the HR Strategy and UNFPA policies and procedures; and
- Ensure an ethics-based approach to management of all human and financial resources.

D. Representation – In close coordination with the Director, ensures the Region is represented as one voice:

- Liaise with HQ, primarily with the Regional Desk Adviser and the Directors of the Technical, Programme and IERD Divisions;
- Serve as a member of the Deputy Regional Director teams and as alternate member in the Regional Director teams;
- Represent the Region/participate in various inter-agency and inter-divisional forums; is member of UNFPA standing committees;
- In coordination with the Regional Director, advocate for new programme initiatives and conduct resource mobilization efforts; and
- Maintain contacts with UN Missions of programme and donor countries
- Carry out any other duties as may be required by the Regional Director.

REQUIRED COMPETENCIES:

CORE COMPETENCIES:

- Values/Guiding Principles;
- Performance Management;
- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment; Working in Teams;
- Self-Management/Emotional Intelligence and Communication;
- Appropriate and Transparent Decision Making;
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
- Knowledge Sharing/Continuous Learning

FUNCTIONAL COMPETENCIES:

- Advocacy/Advancing a Policy Oriented Agenda;
- Results-Based Programme Development and Management;
- Leveraging the Resources of National Governments and Partners/Building Strategic Alliances and Partnerships;
- Innovation and Marketing of New Approaches;
- Resource Mobilization;
- Job Knowledge/Technical Expertise

JOB REQUIREMENTS:

- Advanced university degree (MA or MS) in one of the Social Sciences, including Public Health, Sociology, Demography, Gender, International Relations, Economics, International Development, Public Administration, Management or a related field.
- 15 years of increasingly responsible professional experience in public administration and international development of which 10 years should be in the field of population and development at the international level, preferably with the UN;
- Strong track record of leadership in development programmes;
- Proven ability to lead, develop and motivate a diverse team of technical and programme specialists to achieve demonstrable results;
- Extensive network within the development community;
- Excellent communication skills in spoken and written English; French (highly)

- desirable and Arabic is desirable;
- Field experience is essential.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position.

HOW TO APPLY:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at <http://www.unfpa.org/employment>

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

In accordance with the rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.

¹ No expectancy of renewal in accordance with UN Staff Regulations 4.5