

**From:** Vacancy [vacancy@unfpa.org]  
**Sent:** Tuesday, May 07, 2013 6:54 PM  
**To:** ALL STAFF; HR OUTREACH CONTACTS  
**Subject:** Vacancy Announcement- Job ID-2231- UNFPA Deputy Representative, Beijing, China, Asia and the Pacific Region, ICS-11 (P-4)

We are pleased to announce the following vacancy

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VACANCY NO.: Job ID 2231

CLOSING DATE: 4 June 2013 ( 5:00 p.m, New York time)

POST TITLE: UNFPA Deputy Representative

CATEGORY: ICS-11 (equivalent to P-4)

POST NUMBER: 26830

DUTY STATION: Beijing, China

POST TYPE: Rotational

DURATION: One year (renewable)<sup>1</sup>

ORGANIZATIONAL UNIT: Asia and the Pacific Region

## **Organizational Setting**

Under the direct supervision of the UNFPA Representative, the Deputy Representative plays the leading role in the formulation and delivery of the UNFPA country programme and is responsible for the day-to-day operations of the UNFPA China Country Office (CO). The Deputy Representative will also supervise Country Office staff as assigned by the Representative.

## **Job Purpose**

In close collaboration with the UNFPA Representative, the UNFPA Deputy Representative plays a leading role in strengthening the Country's capacity to implement the International Conference on Population and Development (ICPD) Programme of Action within the context of its national development efforts for the achievement of the MDGs, thus ensuring national ownership. S/He is primarily responsible for the formulation and delivery of the UNFPA Country programme, projecting the programme of the organization, promoting at the national level the goals of the programme and ensuring the integration of issues of population, sexual and reproductive health, and gender in the country's broader development agenda. The Deputy Representative plays a leadership role also within the UNFPA country team, providing an example of creative programme development and sharing knowledge and insights with staff to facilitate broad country programme management. Key activities include:

- Programme leadership
- National capacity development
- Partnerships and advocacy
- Resource management

The Deputy Representative serves as OIC in absence of the UNFPA Representative; s/he serves on the Country Management Team, with other key senior staff in the country office.

## **Major Activities/Expected Results**

**A. Programme Leadership – Ensures quality development and delivery of integrated technical and programmatic support that meets country needs and achieves the ICPD goals and MDGs:**

- Assess and address implications of national trends on UNFPA work in the country;
- Consult with Government, civil society and other relevant stakeholders on national priorities;
- Recommend areas of assistance on the basis of continuous review and analysis of demographic and socio-economic data and national population policies in the context of the formulation, implementation and monitoring of UNFPA supported Country Programme;
- Support the development of and provide leadership in the implementation of an adolescent and youth (health) development strategy and action plan for UNFPA's cooperation with China, involving multiple stakeholders;
- Participates in the development of and oversees implementation of the UNFPA China CO strategy in the area of ageing;
- Provide inputs to the RO based on country specificities for the development of the global/regional strategic plan;
- Ensure continuous feedback to the RO on programme, technical and operational policy, regulations, procedures etc. as well as lessons learned and import new modalities or directions in thinking into the country office;
- Implement UNFPA guidelines, policies, standards, tools and systems at the CO level;
- Oversee and direct technical assistance to partners and stakeholders in the country;
- Catalyze the expansion of the range of UNFPA deliverables and originate new project portfolios in UNFPA's mandate area; develop new programme options and project models in substantive areas;
- Devolve authority for portfolio management to project and national staff facilitating capacity building and guide programme implementation with solid, substantive oversight and effective programme representation;
- Establish quality standards for project development and delivery, in consultation with the Monitoring and Evaluation Advisor of the RO;
- Prepare programme and financial progress reports and feedback to donors;
- Take the lead in promoting knowledge sharing with the country operations, with partners and with the RO;

## **B. National Capacity Development:**

- Identify the capacity building needs for the further development of national institutions to engage in "South-South" and "triangular" cooperation;
- Identify what further support is needed in terms of building national capacity to provide an enabling environment for the full implementation of the ICPD agenda;
- Provide technical, material, financial and political support to strengthen national capacity on thematic programmes; and
- Create/improve national capacities to monitor, evaluate and learn from capacity development initiatives.

**C. Partnerships and Advocacy – Enhances the capacity of the country office to build reliable and sustainable partnerships and advocate effectively:**

- Advocate for ICPD agenda with national institutions and other UN agencies represented at the national level;
- Contribute to the promotion in China of “South-South” and “triangular” cooperation with countries within and outside the region for the achievement of ICPD goals;
- Pursue innovative ways to maintain and create new partnerships;
- Ensure quality documentation of programme related activities and that this is provided in the format and style required for the different audiences and channels of communication;
- Maintain a continuous flow of information with government and donors;
- Advocate for relevant organizational goals with national counterparts and within the United Nations system as part of coordinated development activities demonstrating empathy with national perspectives and the capacity to align organizational goals with national priorities; and
- Participate in the UN Common Country Assessment and the UN Development Assistance Framework exercises in the country as part of broader UN Reform initiatives.

**D. Programme Leadership – Ensures quality development and delivery of integrated technical and programmatic support that meets country needs and achieves the ICPD goals and MDGs:**

- Support the UNFPA Representative in overall accountability for the management and work of the Country Office;
- Participate in the formulation of the annual work plans and monitor their day-to-day implementation through consultations, correspondence and field visits;
- Propose and secure annual allocations for the country programme, and ensure the efficient and effective use of such resources in compliance with UNFPA financial rules, regulations, and procedures;
- Assist in the formulation and implementation of a resource mobilization strategy for the country, and mobilize, in coordination with IERD and the RO, additional financial resources for the country;
- Support the Representative in the management of human and financial resources, with particular attention to ensuring systems of accountability as per UNFPA policies, rules and procedures;
- Supervise international and national programme staff, as assigned by the Representative, providing them with managerial direction and motivation;
- Participate directly in achieving staff accountability, learning and career management within the office;
- Work closely together with other members of the Country Management Team to develop and implement an integrated and systems approach to the work of the Country Office;

- Communicate standards of performance, and assign responsibilities for achieving results according to the Country Office OMP and the PAD system;
- Establish and maintain a harmonious working environment; seek to strengthen team-building by encouraging active participation and interaction at all levels; foster staff motivation, development and empowerment; and lead by example;
- Coordinate the provision of administrative services with service providers;
- Provide counseling and support to JPOs on work, training and career issues and advise managers on all aspects of the JPO programme; and
- Develop and manage UNFPA China's internship and young professional programme.
- Advise on and support the establishment of a CO security strategy and plan in line with UN procedures and requirements; and
- Ensure an ethics-based approach to management of all human and financial resources.

**E. Performs other job related duties as assigned by the UNFPA Representative, including tasks requested by HQ, APRO or other COs, in particular the DPRK CO, to serve broader UNFPA interests.**

### **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;
- 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 partners / building strategic alliances and partnerships;
- Innovation and marketing of new approaches;
- Job knowledge / technical expertise

**Job Requirements:**

- Advanced university degree in Public Health, Political Science Sociology, Demography, Gender, International Relations, International Development, Economics, Public Administration, Management or other related field.
- 7 years of increasingly responsible professional experience in the field of development and population activities, including political analysis, policy dialogue and advocacy, partnership/alliance building and programme management;
- Demonstrated ability to refine programme design to ensure alignment of organizational programme objectives to national priorities/capacities;
- Experience in strategy development and translation of strategy into action plans
- Proven ability to lead and manage teams to achieve demonstrable results;
- Excellent communication skills in speaking and writing in English to foster engaged partnerships at a high level of representation and to maintain political partnerships in the assigned country;
- Good communications skills in Chinese are considered to be advantageous, although not essential;
- Strong ability to prepare and deliver clear and concise presentations of complex population and development issues;
- Excellent negotiation and persuasion skills as well as diplomatic skills;
- Excellent user of all major office software applications;
- Strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations; and
- Field experience is a strong asset.

UNFPA provides a work environment that reflects the values of gender quality, 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. The package includes a competitive salary plus housing allowance, home leave, health insurance and other benefits.

## **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.

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<sup>1</sup> No expectancy of renewal in accordance with UN Staff Regulations 4.5