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## UNDP DEPUTY RESIDENT REPRESENTATIVE

### GENERIC JOB DESCRIPTION

(effective January 2019)

#### I. Position Information

Job code title:	Deputy Resident Representative (Programme and Operations)
Grade:	As classified [the level of the post depends on many factors including working complexity (political and development variables), RR post level, programme resources, size/type of the Country Office and other factors]
Supervisor:	UNDP Resident Representative
Duty Station:	As designated

#### II. Job Purpose and Organizational Context

Under the supervision and guidance of the UNDP Resident Representative, the Deputy Resident Representative covers a broad range of issues from programme formulation to delivery, monitoring of UNDP programme and operations, representation of UNDP in UNDAF process, formulation and delivery of joint programmes and resource mobilization. The Deputy Resident Representative supports the Resident Representative in positioning UNDP as a strategic partner for sustainable development within the Agenda 2030 framework, steers strategic planning, programme formulation and creative responses to emerging complex challenges, design of UNDP's policy and programmatic offer, signature services and partnership engagement mechanism. The Deputy Resident Representative ensures that the UNDP programme and services are consistent with the national development priorities of the host country government, and supportive of the UN's development efforts in the country in line with the UNDAF and CPD.

The Deputy Resident Representative represents UNDP when requested by the Resident Representative. When authorized by the Resident Representative, the Deputy Resident Representative serves in the Officer-in-Charge capacity.

The Deputy Resident Representative is responsible for supervision of UNDP staff, promotes work environment in the UNDP Country Office that is conducive to innovation and engagement with a diverse set of stakeholders and ensures cross-unit cooperation, coordination, teamwork, inclusion and the empowerment of staff and of counterparts. The Deputy Resident Representative ensures a client-oriented approach and consistency with UNDP rules and regulations and good management practice. All managerial/leadership functions are performed in line with the established UN and UNDP management norms, rules and regulations, and in conformity with UNDP's internal accountability framework for senior managers which emphasizes, inter alia, the highest standards of ethics, integrity and accountability in the personal and professional domains.

#### III. Duties and Responsibilities

1. Under the supervision and guidance of the Resident Representative, the Deputy Resident Representative is responsible for coordinating and advising on formulation and delivery of UNDP programme:
  - a. Advise and participate in the CCA/UNDAF process including promoting thematic and sectoral synergies and coordination of programme activities and execution; identify relevant areas where UNDP can assist the Government in achieving the national development goals and priorities.
  - b. Advise the Resident Representative on the strategic focus of the country programme, the allocation of resources, implement country programme development and delivery, identify innovative approaches and modalities to achieve development targets;
  - c. Support the implementation of the 2030 Agenda including through articulation of the integrated nature of poverty eradication, the acceleration of structural transformations for sustainable development through innovation and resilience to crises and shocks in critical dialogues with partners and stakeholders that builds evidence for informed



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policy design and implementation. In addition, provide support to ensure UNDP's role as integrator of SGDs across different sectors and through close collaboration with other UN Agencies;

- d. Advise the Resident Representative on the contribution of UNDP to UN coherence and ensure close working across the humanitarian, development and peace domains as maybe required in the country context. S/he ensures this is reflected in the UNDP country programme as appropriate.
- e. Support inter-agency collaboration and joint programming with other UN agencies in line with UN system priorities established in the UNCT.
- f. Advise the Resident Representative on innovative approaches and modalities of the UNDP programme to achieve development targets including through modalities such as country-level integrated support platforms (as appropriate), which facilitate partnership building, engagement of diverse stakeholders, financing solutions, and external communication.
- g. Implement programme assurance activities related to the implementation of the Country Programme and assessment of national capacity in financial management and procurement of goods and services;
- h. Continuously assess and advise the RR on the political and socio-economic situation and trends in the country to ensure that UNDP policy support, programmes and services are relevant and responsive to emerging priorities and needs.
- i. Ensure follow-up on thematic and program evaluations to ensure continuous improvement on development impact. Apply lessons learned from audit and evaluation exercises to new management efforts and program development.
- j. Promote knowledge management to ensure access to best available expertise and facilitate organizational learning.

2. In consultation with the UNDP Resident Representative, the Deputy Resident Representative is responsible for:

- a. Office management: The Deputy Resident Representative monitors UNDP's commitments within the UNDAF Results Matrix, ensures effective application of corporate performance and planning tools, and monitors achievement of results, management targets and other benchmarks;
- b. Financial resources management: The Deputy Resident Representative has Senior Manager rights in Atlas and ensures the integrity of financial systems, review of budget requirements and the consistent application of rules and regulations. The Deputy Resident Representative establishes and supervises implementation of adequate internal controls to ensure the integrity of financial transactions and systems. The Deputy Resident Representative monitors and supervises the implementation of the integrated planning, budgeting and utilization of resources in line with established policies and procedures; applies UNDP cost recovery policy;
- c. Human Resources management: The Deputy Resident Representative is responsible for implementation of the people management systems and supervision of UNDP personnel to motivate and promote organizational excellence. They will ensure talent alignment with business strategies, leveraging the entire workforce of the CO and foster people engagement.
- d. Procurement and General Administration: The Deputy Resident Representative oversees and is responsible for implementation of procurement processes and methods; CO travel, logistics, premises management;
- e. ICT: The Deputy Resident Representative maintains a secure, reliable infrastructure environment for ICT;
- f. Audit: The Deputy Resident Representative is responsible for effective follow-up and implementation of all audit issues; ensures full compliance to audit requirements and recommendations.
- g. Risk management: The Deputy Resident Representative is responsible for identification of significant risks and implementation of a risk management strategy.

3. The Deputy Resident Representative ensures UNDP support to common services, other Agencies and Resident Coordinator Office (RCO) as well as UNDP safety and security compliance:

- a. Coordinate and supervise the effective provision of services including financial, human resources, procurement and logistics, reviews with UN counterparts service requirements; ensure full cost-recovery for provision of services.
- b. Ensure that common services and joint arrangements benefit UNDP in its objective to provide efficient and economical support services to the implementation of the country programme;



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- c. The Deputy Resident Representative supports the Resident Representative in ensuring UNDP MOSS compliance and efficient implementation of the day to day UNDP safety and security matters;
- d. The Deputy Resident Representative represents UNDP in SMT if requested by the Resident Representative and is responsible for efficient implementation in UNDP of security measures agreed in the SMT and for compliance with security policy.
- e. The Deputy Resident Representative ensures that Business Continuity Planning is in place and tested to ensure operability of UNDP in all circumstances.

4. Under the overall guidance of the Resident Representative, the Deputy Resident Representative coordinates partnership building and resource mobilization for UNDP:
- a. Support the RR in the implementation and coordination overall resource mobilization and ensures that UNDP mobilizes the support needed;
  - b. Advise the Resident Representative in designing and driving the partnerships, resource mobilization, marketing and external communications strategy at country level, and for directly engaging local development partners, resulting in concrete contributions to results and enhanced financing for the SDGs in the host country.
  - c. Support the Resident Representative in building and deepening partnerships, engaging diverse stakeholders, fostering strategic partnerships with the Government, private sector, NGOs, donor community, international financial institutions and other UN entities.
  - d. Advocate for UNDP and catalyze advocacy activities and information sharing.
  - e. Strengthen UNDP's visibility with potential stakeholders through conventional media as well as digital and social media channels and provide efficient communication to all partners in relation to local programme and project implementation.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list <b>all</b> core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: <a href="https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx">https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</a>	
<b>Core</b>	
<b>Innovation</b> <i>Ability to make new and useful ideas work</i>	Level 6: Exercises stakeholder-centered design approaches for office / programme / division
<b>Leadership</b> <i>Ability to persuade others to follow</i>	Level 6: Ensures teams are resourced for success and empowered to deliver
<b>People Management</b> <i>Ability to improve performance and satisfaction</i>	Level 6: Guides substantive specialists / teams and expands credibility and innovation capacity
<b>Communication</b> <i>Ability to listen, adapt, persuade and transform</i>	Level 6: Creates confidence among stakeholders by delivering authoritative positions, compelling analysis, and contextual acumen
<b>Delivery</b>	Level 6: Accepts accountability for the outcomes of programme delivery and facilitates improvement and innovation in the delivery of products and services



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<i>Ability to get things done while exercising good judgement</i>	
<b>Technical/Functional</b>	Detailed list of competencies can be accessed through <a href="https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx">https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</a> and hiring managers are encouraged to familiarize themselves for more information
<b>Advocacy</b>	Level 5: Originate: Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise
<b>Building Strategic Partnerships</b>	Level 6: Integrate & Empower: Leads integral work of teams utilizing expertise, vision, problem-solving capability, and collaborative energy in professional area of expertise
<b>Representation</b>	Level 6: Integrate & Empower: Leads integral work of teams utilizing expertise, vision, problem-solving capability, and collaborative energy in professional area of expertise
<b>Resource Mobilization</b>	Level 6: Integrate & Empower: Leads integral work of teams utilizing expertise, vision, problem-solving capability, and collaborative energy in professional area of expertise
<b>Substantive Positioning of UNDP</b>	Level 6: Integrate & Empower: Leads integral work of teams utilizing expertise, vision, problem-solving capability, and collaborative energy in professional area of expertise
<b>SDG Champion</b>	Level 6: Integrate & Empower: Leads integral work of teams utilizing expertise, vision, problem-solving capability, and collaborative energy in professional area of expertise
<b>Knowledge Management</b>	Level 6: Integrate & Empower: Leads integral work of teams utilizing expertise, vision, problem-solving capability, and collaborative energy in professional area of expertise
<b>Competency Name</b> <i>Competency Definition</i>	Choose an item

V. Recruitment Qualifications	
Education:	Master's degree in social policy, public policy, politics, economics, development studies, business administration or a related area.
Experience:	7-15 years (depending on the grade) of substantive experience and results in development in a governmental, multilateral or civil society organization in a multi-cultural setting; working with national, regional and international entities. 3 or more years of senior-level management responsibilities of similar size and complexity. Excellent knowledge of Operations functional areas is required.  Required to pass DRR assessment
Language Requirements:	Fluency in English and the UN working language of the duty station. Knowledge of other official UN languages desirable (depending on the region of assignment).