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UNDP RESIDENT REPRESENTATIVE

Generic Job Description

(effective 1 August 2019)

I. Position Information

Post title: **UNDP Resident Representative**

Grade: As classified [the level of the post depends on many factors including complexity of country context, political and development variables, programme portfolio and resources, size/type of presence and other factors; the grade relates to the post]

Duty stations: As designated

II. Overall Responsibilities of the Resident Representatives

- The UNDP Resident Representative (RR) is the independently accredited senior-most UNDP official in the country who represents, leads and is accountable for harnessing and directing the full potential of UNDP's global capabilities, and those of its associated funds and programmes, in support of national development and the 2030 Agenda for Sustainable Development.
- The RR leads the broad development mandate of UNDP and the SDG agenda in country as a connector and integrator across the SDGs. The RR leverages UNDP's strong capacity in supporting a system coherence agenda with humanitarian, development and peacebuilding actors in different crisis contexts, including governments, multilateral and bilateral agencies as well as civil society and the private sector. Achieving independence and impartiality through full separation of the functions of the Resident Coordinator, the UNDP Resident Representative manages a strong and responsive Programme in achieving SDG delivery. The RR directs UNDP's operational platform and advisory services serving as a bedrock for UNCTs and providing the RC System the expertise of UNDP's policy and service excellence to contribute to national development priorities of the host country government, and in support of the UN's development efforts in the country.
- The RR positions UNDP as a strategic and premier partner for sustainable development, with the capabilities to partner at scale and deliver world-class knowledge, innovation and expertise for development solutions. The RR carries the brand identity of the organisation and assumes overall leadership and responsibility for the programmatic, operational, partnership, advocacy, resources and communication engagements and results of UNDP. The RR is responsible for ensuring that the UNDP programme and services support the national development priorities of the host country government and contribute to the UN's development efforts to Agenda 2030 in the country. S/he provides the vision, inspiration and strategic direction to translate UNDP's Strategic Plan to country context.
- The RR is accredited by letter of the UNDP Administrator to the Host Government. The RR reports to the UNDP Administrator through the Director of the respective Regional Bureau. S/he leads and supervises the UNDP Country Office (CO) senior management team and represents UNDP with Government agencies, the UN Country Team, with all UN entities, donors and all other partners. The RR is delegated authority by the UNDP Administrator and exercises accountability for UNDP's policy, programme, partnerships, resources and business operations. S/he provides leadership to the UNDP management team to deliver high impact results through UNDP's programme and operations.
- The RR partners with government and other stakeholders in integrating SDGs into national, sectoral, and local development policies and plans i.e. policies, institutions, regulations, and infrastructures. The RR acts as thought leader and the custodian on SDG mainstreaming linked to governance, economic transformation, poverty reduction, social protection, resilience and the environment.



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- As per GA resolution A/RES/72/279, United Nations country team members are accountable and report to their respective entities on individual mandates, and periodically report to the Resident Coordinator (RC) on their individual activities and on their respective contributions to the collective results of the United Nations development system towards the achievement of the 2030 Agenda at the country level, based on the UN Sustainable Development Cooperation Framework (UNSDCF).
- The RR ensures that the profile, capabilities and talents of UNDP's personnel are aligned with UNDP's People 2030 Strategy. The RR empowers people to deliver results, nurtures and develops their skills, and models behaviors and attitudes that promote an environment of trust, inclusivity, mutual respect and accountability.
- The RR is responsible for ensuring that programme results are matched with resources. Engaging with government, the RC, the UN and the international community, the RR mobilizes resources and leverages financing and investment for the SDGs in-country and for the UNDP country programme. In the pursuit of the programme and business service partnerships that are necessary to realize the potential of UNDP's integration role, the RR ensures a client-responsive and service-oriented approach to stakeholders, ensures the country office is on a sound, sustainable financial footing, and promotes a green UNDP with a low carbon, climate neutral footprint.
- In all the above, as a senior International Civil Servant, the RR exemplifies the United Nations Standards of Conduct and as a team leader and manager both represents and promotes teamwork, inclusion, and the empowerment of staff and of counterparts. 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. Specific Duties and Deliverables

1. Vision and Strategies for UNDP's Role and Engagement at country level

- Articulates and actively communicates a **credible and convincing strategic vision** for UNDP, elaborated in the Country Programme Document (CPD) and consistent with the SDGs and national development priorities, UN values, UNDP Strategic Plan, and the UNSDCF; in doing so, demonstrates principles of universality, equality and leaving no one behind.
- Calls on UNDP's best analytical capacities, to continuously **assesses the political and socio-economic situation and trends** in the country to ensure that UNDP's policy support, programmes, and business services work together to be relevant and responsive to emerging priorities and needs.
- Positions UNDP as a key **provider of integrated policy and services with a country platform** in support of a coherent UN system approach to the SDGs. S/he ensures that UNDP delivers on its commitment to help countries achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to shocks.
- Leads UNDP in **design and application of UNDP's policy, programme and business offer** using UNDP's signature services, operational capabilities & partnership mechanisms aligned to national priorities & UNSDCF outcomes.
- **Defines and asserts accountability for UNDP' results** and its ability to operate as a nimble, innovative and enterprising thought leader, programme and business partner capable of taking and managing risks.



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- Leads UNDP's **innovations and 'future of development'** discussions and offer to government and development partners, facilitating space for data and analytics, integrated policy and business services, financing choices and new partnership ventures. In doing so, projects an open, accessible and future-oriented UNDP in support of a country's ambitions to reach their current and longer-term development goals.
- Leads the contribution of UNDP to **UN coherence across the humanitarian, development and peace domains**, in country context. S/he ensures that efforts and results on crisis prevention and recovery are reflected in UNDP's programme and operational portfolios, as appropriate, and that the relevant prevention approaches are included in UN and national initiatives.
- Leads the use of a **dynamic knowledge management platform and information sharing** at country level, and the use of corporate knowledge practice networks and platforms to ensure development knowledge and practice is actively shared and used by all the UNDP country team.

2. UNDP Representation, Partnerships, Communication and Resource Mobilization

- First and foremost, **deepens UNDP's government partnerships**, engaging at national and subnational levels with government entities, communicating and demonstrating UNDP's value-add with national partners.
- **Represents UNDP in national forums**, strategic committees and stakeholder groups, per UNDP's mandate areas and in its engagement with the host government, and with other national non-governmental and international stakeholders involved in national development.
- **Leads the Outcome/Theme group(s)** as agreed by the UNCT to be chaired/led by UNDP. This could include: South-South, Operations Management Team (OMT), Programme Management Team (PMT), Poverty, Crisis/Post-Conflict and Peacebuilding, National Climate strategies, MAPS and SDG Financing. Lead preparations of UNDAF/UNSCDF monitoring and design on UNDP-lead outcome areas.
- **Represents UNDP** in international partner settings, including partner and donor forums in the country.
- **Represents UNDP at global and regional events and platforms** that bring together multi country and multi-sector issues that transcend boundaries and impact the country.
- S/he sets the tone and content for **new partnerships with a broad range of stakeholders** (government, civil society, the private sector, academia, development partners, and others).
- Responsible for **strategic negotiations and driving resource mobilization**, using a results-based communications strategy, resulting in concrete contributions from national and international development partners to UNDP's programme and operations.
- **Actively establishes UNDP-government cost-sharing agreements** to resource development programmes, institutional capacity development and facilitate delivery of national and local goals.
- **Grows UNDP's third-party cost sharing** and trust funds with donors and international financial Institutions (IFIs) for the design and delivery of development programmes and operations.
- Increases UNDP's engagement and **lead agency role on pooled funding arrangements**.
- Advocates for enhanced **financing for the SDGs** and establishes UNDP partnerships with investors on new financing instruments to leverage and increase SDG financing for the country; **delivers on private sector partnerships** and new financing instruments/arrangements.
- **Anchors advocacy, external communication activities and public relations**, with the aim of keeping the public well informed of UNDP activities.
- Acts as spokesperson for UNDP with national media. Fosters a positive, engaging **involvement with traditional and social media**. Uses all outreach mechanisms, to reach young people to actively engage on UNDP platforms and on national development priorities, paying attention also to reaching those communities that are marginalized or left behind. Consults HQ prior to engagements with global media.



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- **Brokers country-level strategic partnership agreements, representation or hosting arrangements** with UN non-resident and specialized agencies.

3. Oversight of UNDP Resources, Operations and Country Office Management

- Determines the **strategic focus and allocation of programme resources** in consultation with the Government, international development partners and other constituents.
- Oversees the effective design, management and delivery of a coherent, cost-effective and high impact portfolio of UNDP programme and business services.
- Ensures **UNDP meets its annual programme delivery targets**, providing regular team oversight and guidance.
- With the management team, plans and executes strategies to ensure the **financial sustainability of the Country Office** in both the short and longer-term.
- **Guides the optimal utilization of operational and extra budgetary resources of the Country Office**, per corporate guidelines, and ensuring their monitoring and implementation is in keeping with high value impact, accountability, transparency and efficiency criteria.
- Builds a **well-integrated, highly motivated and effective team**, and promotes an environment in the UNDP Country Office that thrives on innovation and a sense of purpose and passion for delivering results.
- Ensures the **'greening' of UNDP's programme, premises and operations** in the country, ensuring a low carbon footprint, to include the use of clean energy sources, accessibility and just and green procurement.
- **Ensures effective application of corporate performance and reporting tools and the adherence to the internal control framework**; ensures issuance of appropriate delegation of authorities for managers and staff.
- Provides strategic guidance and oversight of locally administered human resources, financial resources, procurement, general administration, ensuring adherence to highest ethical and corporate standards.
- Facilitates a regular identification of risks and **implementation of a UNDP risk management strategy** and Business Continuity Plan.
- Ensures full compliance to **audit and evaluation requirements and recommendations**, engaging in dialogue with auditors and external evaluators; clears all outstanding audit recommendations, in cooperation with HQ.
- Ensures **full delivery of the Government Local Office Contribution (GLOC)**.
- **Inspires and motivates a UNDP Country Office staff**, to perform at highest levels and in conformity with UNDP's Code of Ethics, for a positive, healthy work environment; ensures all staff complete their mandatory learning and performance management plans.

4. UNDP as Provider of Business Operations and Service Excellence

- **Positions UNDP's business services and operational capabilities** as an integral component of an integrated package of services and capacity development or development results, to government and national partners.
- Ensures **UNDP's business services are client-oriented** and responsive to fast-evolving market needs and client feedback; establishes a regular check-in with clients and a client feedback mechanism.
- **Promotes a culture of excellence** through continuous improvement in service delivery; establishes a system of incentives to ensure high performance across the country office in delivering results.
- Provides strategic guidance on **optimizing the clustering, of services, automation and implementation of Digital UNDP**, to improve UNDP's services, impact and efficiencies in programme and operations.
- Provides guidance on the establishment of **common partnership and/or service arrangements** with participating UN entities and other partners at country level.



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- Oversees the effective provision of operational services to resident and non-resident Agencies, as required; ensures that common services and joint arrangements contribute to UNDP providing efficient and cost-effective services to deliver UNDP's results.
- Directs UNDP's support to the Resident Coordinator and RCO through the effective **delivery of the corporate Service Level Agreement**, at country level.

5. UNDP in the UN Country Team

- Actively supports the RC's role in **strategically positioning the UN development system** in the country within the context of the UNSDCF, including through policy and technical support as appropriate.
- Serves as a **member of the UN Country Team (UNCT)** (and similarly, the Humanitarian Country Team (HCT) where relevant), fully engaging in UNCT consultations and decision-making and supporting the achievement of agreed UNCT results; develops and maintains strategic partnership with UNCT members on joint advocacy, programme design and implementation and financing platforms.
- Participates in the **UNSDCF planning, budgeting, implementation, reporting and evaluation process**, including the Common Country Assessment (CCA) and engagement in UN Results Groups and Joint Workplans; leads such in UNDP's core mandate/high value areas, per country context.
- **Actively pursues UN joint policy, programme and funding arrangements**; ensuring that they are fully considered and integrated in a way that strengthens the UNSDCF, joint programme and pooled funds.
- **Support the RC's/UNCT's resource mobilization efforts** for joint UN activities, system-wide plans and other initiatives as outlined in the UN Cooperation Framework and ensure UNDP resource mobilization activities are aligned with the UNCT-agreed joint resource mobilization strategy, as applicable.
- Actively engage in and **contribute to UNCT strategic advocacy and communications** that advance UN system-wide efforts and collective results to promote Agenda 2030.
- Support RC/UNCT efforts to **advance common business operations, including common premises and back offices, and offer UNDP package of business services** as appropriate in country context.
- Participate in **RC and UNCT members' performance appraisals**, where required and as requested; ensure RC provides feedback to specific results areas in own annual performance.
- **Represents other UN entities**, as called upon, with formal letters of appointment and delegation of authorities.
- **Represents UNCDF** and presents its value-add in-country and facilitates access of UNCDF staff (where present), to relevant government entities, donors and UNCT planning, consultations and joint programme opportunities; advise UNCDF ES on relevant opportunities, issues and challenges related to UNCDF.
- **Represents UNV** and present its value-add at country level and facilitate access of UNV staff to relevant government entities, donors, partners, and UNCT/UNSDCF planning, consultations, and joint programme opportunities; advise UNV ED on relevant opportunities, issues and challenges related to UNV and oversee timely management support to UN Volunteers in-country

6. Security Arrangements for UNDP staff and premises

- Works closely with the Designated Official for Security in the country, to ensure UNDP's views and needs on security are fully considered and UNDP supports the DO as needed.
- Ensures safety and security arrangements related to all UNDP personnel, their recognized dependents, assets and programmes in accordance with the Framework for Accountability for the UN Security Management System and other UN and UNDP safety and security policies.
- Represents UNDP in the Security Management Team (SMT).
- Ensures full implementation of the decisions of the SMT, including MOSS and MORSS compliance



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- Oversees an enabling environment for safe programme delivery and implementation of business continuity.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
This section lists the core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level.	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 8: Champions organizational agility, stakeholder-focused service approaches, and organizational learning throughout UNDP's institutional engagement
Leadership <i>Ability to persuade others to follow</i>	Level 8: Typifies the values and integrity of UNDP
People Management <i>Ability to improve performance and satisfaction</i>	Level 7: Empowers team managers to act independently and takes people management decisions
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 7: Reconciles contrasting positions and ambiguous circumstances by communicating a clear path for resolution and progress
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 7: Sets strategic goals and builds the means to achieve optimal service delivery and organizational excellence
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information
Advocacy	Level 7: Navigate & Guide: Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession
Building Strategic Partnerships	Level 7: Navigate & Guide: Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession
Representation	Level 8: Role Model & Resolve: Creates an environment to facilitate full institutional potential and governs UNDP's strategic and political investments in line with organizational values and principles
Resource Mobilization	Level 7: Navigate & Guide: Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession



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Substantive Positioning of UNDP	Level 8: Role Model & Resolve: Creates an environment to facilitate full institutional potential and governs UNDP's strategic and political investments in line with organizational values and principles
SDG Champion	Level 8: Role Model & Resolve: Creates an environment to facilitate full institutional potential and governs UNDP's strategic and political investments in line with organizational values and principles
Knowledge Management	Level 7: Navigate & Guide: Charts a course for a systems approach to continuous learning, adaptation, and excellence, creating institutional imperatives to realize progress within across the relevant profession

V. Recruitment Qualifications

Education:	Required minimum of a Master's degree in development studies, public policy, economics, political science, international relations or management, or related area.
Experience:	At least 10-15 years (depending on post grade) of development experience and results at the international level (outside of own country), with demonstrated results in development strategy, policy advisory and business operations; work experience with international organisations, and working with intergovernmental bodies and national governments; leading with results on strategic partnerships, resource mobilisation and financing initiatives; demonstrated team leadership and management roles. Required to pass the UNDP RR assessment.
Language Requirements:	Fluency in English and/or French/Spanish with a working knowledge of the other desirable; knowledge of other official UN languages desirable (depending on the country of assignment).