



JOB DESCRIPTION

I. Position Information

Job code title:	Programme Officer (Cross-cutting Issues)
Contract Type:	Service Contract
Duration:	12 months
Supervisor:	Regional Programme Director,
Closing date:	5 September 2010

II. Organizational Context

Under the guidance and direct supervision of the Regional Programme Director (RPD) and in liaison with programme managers, the Operations team, and country offices, the Programme Officer provides direct support to the RPD in analyzing, consolidating and maintaining data and information on UNIFEM (Part of UN Women) and its collaboration with other UN agencies and its partnerships with external stakeholders. S/he is to carry out necessary follow-up actions in line with agreed upon plans and facilitate knowledge sharing and management within the office and among country offices in the sub-region. She also serves as the focal point for the Gender Equality Fund, monitors progress and prepares reports, as required, on UNDAF and MDGs and liaises with the offices of Resident Coordinators in the sub-region.

III. Functions / Key Results Expected

Summary of key functions:

- Effectively communicate and collaborate with UN and non-UN partners. Monitor progress and maintain up-to-date information on the progress of UNDAF and MDGs of various countries in the sub-region.
- Develop and maintain up-to-date programme-related database and share relevant information in support of knowledge building and management and cross fertilization
- Conduct an effective and timely review of programme action proposals, including sharing of good practices and lessons learnt.
- Effectively coordinate with the offices of the Resident Coordinators in the sub-region
- Serve as the focal point for Gender Equality Fund, prepare related reports and bring to the attention of the supervisors potential concerns and issues

Ensures **effective communication and collaboration with UN and non-UN partners** focusing on achievement of the following results:

- ❑ Thorough analysis and establishment of records and database on inter-agency partnerships and accurate information on the progress of UNDAF and MDGs in the region
- ❑ The management alerted to issues that could potentially arise with respect to the internal and external collaboration and partnerships, enabling precautionary and corrective actions to be taken in advance.
- ❑ Timely preparation and submission of related materials and documentation as requested by the supervisor

Serving as focal point in **building and sharing of knowledge** within the SRO and among country offices:

- ❑ Developed and well maintained database of mission reports for use and reference by staff.
- ❑ Established information sharing system involving SRO and country offices, i.e. through intranet

Supports **effective and timely review of programme actions and facilitates sharing of good practices and lessons learnt** focusing on achievement of the following results:

- ❑ Functional and effective Local PAC. The incumbent serves as the secretary to the committee in accordance with the established rules and regulations.
- ❑ Necessary follow-up actions taken in a timely manner with NYHQ
- ❑ Good documentation and adequate dissemination of good practices and lessons learnt from programme actions and implementation

Foster effective **coordination and networking with the offices of the Resident Coordinators** in the sub-region to order to achieve the following:

- ❑ Timely information on initiatives, on-going projects and discussions and identified opportunities for enhanced and smooth coordination
- ❑ Effective information sharing with the respective country offices and well monitored implementation of agreed upon action plans at the regional and country levels

Serve as the **focal point for Gender Equality Fund** to order to accomplish the following:

- ❑ Systematic and well-prepared progress reports and related materials on the Gender Equality Fund
- ❑ Potential concerns and issues brought to the attention of the supervisor in a clear and timely manner
- ❑ Timely and effective follow-up actions with grantees on reporting and so on.

IV. Impact of Results

The key results have an impact on the success and reputation of UNIFEM (Part of UN Women) within specific areas of cooperatio, knowledge building and management. The key results have an impact on the smooth functioning and quality of information sharing system within the SRO and between the SRO and the country offices and significant impact on the internal monitoring system within the SRO.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

Functional Competencies:

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Good knowledge of the Results Management Guide and Toolkit
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change

Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

Communication and Networking

- Communicates in a clear and concise manner both orally and in writing Ability to establish good working relations with others

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in political or social sciences or related field.
Experience:	At least 2 years of relevant experience at the national or international level in providing management advisory services and hands-on experience in design, monitoring and evaluation of development projects. Experience in the use of computers and office software packages and handling of web based management systems.
Language Requirements:	Fluency in English and Thai

Closing date for applications is 5 September 2010. Applications should be in English. Please submit a brief cover note, and an up-to-date CV with full contact details and personal data. Please do not include photographs.

Please send your application to:

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Rajdamnern Nok Avenue
Bangkok 10200 Thailand
Fax: + (66) 02 280 6030
Email: info.th@unifem.org

Only short-listed candidates will be contacted.