



## **Vacancy Announcement**

The Office of the Representative of the United Nation Population Fund (UNFPA), Sudan, is seeking for qualified national Sudanese candidates for the following post:

**Post Title:** Assistant Representative  
**Duty Station:** Khartoum  
**Duration:** 1 year  
**Type of contract:** Fixed Term  
**Grade:** NOC  
**Closing date:** 10<sup>th</sup> March 2007

### **Organizational Context (focusing on leadership role, enabling environment and context)**

Under the guidance of the UNFPA Representative or Deputy Representative the Assistant Representative has a dual role. He/she is the primary implementer of the Country Programme as well as playing a leadership role with a programme team in the country office. The Assistant Representative substantively contributes to the management of UNFPA activities in the areas of population and development, reproductive health and gender. Acting as an analyst/advisor, the Assistant Representative proactively provides the Representative or Country Director with information on achievement of results in the implementation of UNFPA programmes.

The Assistant Representative establishes and maintains collaborative relationships with counterparts in government, multilateral and bi-lateral donor agencies and civil society to address emerging issues and to facilitate programme delivery.

He/she must effectively influence counterparts from diverse backgrounds to jointly contribute to advance the ICPD policy agenda. The Assistant Representative acts on behalf of the Representative in his or her absence.

### **Result Oriented Functional Statement (focusing on individual contribution, engagement, communities of interest and impact of action):**

1. Creates substantive knowledge of population and development, reproductive health and gender issues in the country, assess technical assistance needs in these areas and advises on the suitability of Programmes and projects to meet these needs. Addresses policy issues and provides substantive inputs to facilitate policy dialogue and incorporation of these policies into national plans and strategies, UN systems initiatives and development frameworks (CCA, UNDAF, PRSPs, SWAPs, CAPs, MDG).
2. provides substantive leadership and inputs into the design and formulation of programmes and projects translating UNFPA's mandate and strategic priorities. Introduces into the project formulation process the results of programme and project reviews and evaluations, best practices, as well as innovative strategies, approaches and policies.
3. Advices and reports on achievement of programme and project results, proactively measuring substantive progress and the effective utilization of financial and human project resources using appropriate monitoring and measuring mechanisms and tools. Leads programme and project implementation guiding and orienting executing agencies and project personnel introducing effective modalities and practices of implementation.



4. Creates and documents knowledge by evaluating programmes, projects and ongoing experience for lessons learned, best practices and replicable strategies and approaches and actively shares and applies this knowledge.
5. Analyzes population and development, reproductive health and gender issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities takes opportunities to advocate and advance UNFPA's policy agenda by participating in public information events.
6. contribute to the resource mobilization strategy by analyzing information on potential donors, preparing substantive briefs and project proposals in line with donor priorities, creating feedback mechanisms and providing information on progress of donor funded projects. Identifies opportunities for cost-sharing.

**Job Requirements:**

- **Academic Requirements:** Master's Degree in Public Health, Population, Demography and/or other related social science field.
- **Experience:** 5-8 years professional experience preferably in programme/ project management in the public or private sector.
- **Languages:** Fluency in oral and written English and Arabic.
- **Computer skills** Proficiency in current office software applications.

**UNFPA offers an attractive compensation package commensurate with experience.** Interested applicants should submit their CVs or Personal History forms with photocopies of certificates to the UNFPA (United Nations Population Fund) Operation Manager Officer, UNFPA House, Khartoum 2, Block 5/T, House Number 6, P.O. Box 913, Khartoum, Sudan, email, [www.sudanjob.net](http://www.sudanjob.net), email: [Recruit.unfpa.sd@undp.org](mailto:Recruit.unfpa.sd@undp.org)