| **Job No.** | : 07-2016 | **Contract Type** | : Fixed Term |
| **Job Code Title** | : Assistant Representative | **Position Number** | : 00010767 |
| **Level** | : NO-D | **Duty Station** | : Khartoum |
| **Duration** | : One year initially with 3 months’ | **Supervisor** | : Deputy Representative |
| **Closing Date** | : 12/04/2016 |

**Organizational Context:**
The Sudan Country Programme (2013-2016) combines development and humanitarian response. The CP is designed around six integrated and inter-related outputs with an overall goal of improving maternal health in Sudan. Attention to population dynamics and gender are supportive strategies and the programme targets the most underserved populations, especially women and youth/adolescents. In the Sudan context, this means special attention to the displaced, conflict and environmentally affected communities, nomadic groups, refugees and urban migrants. It is operationalized through one head office in Khartoum, three sub-offices in Darfur and staff presence in other states.

The Assistant Representative is located in the Country Office and reports to the UNFPA Deputy Representative. S/he acts on behalf of the Deputy Representative in his/her absence.

**Job Purpose:**
In Coordination with the Deputy Representative, the Assistant Representative designs, develops, and manages an innovative and responsive country programme. The Assistant Representative leads the programme team, inspiring it to translate the regional and country goals into specific solutions and results. Under the guidance of the Deputy Representative s/he oversees the technical aspects of the programme, programme integration and coordination.

**Work Relations:**
The Assistant Representative advances the ICPD beyond 2014 policy agenda within the context of localization of SDGs. The Assistant Representative facilitates and coordinates technical advisers and experts and promotes partnership, synergy and strategic alliances with counterparts in government, multi-lateral and bilateral agencies and civil society. S/he contributes to UN systems coordination through participation in policy dialogue and provision of inputs into joint common system initiatives. Internal contacts include the Representative, Deputy Representative, the CO’s programme/technical team, other divisions/branches at HQ, the RO and counterparts in other country offices. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

**Major Activities/Expected Results**
- In the new context of Sustainable Development Goals (SDGs), he/she conducts substantive policy dialogue with Government counterparts and UN and other development partners to facilitate the incorporation of UNFPA's programme priorities and ICPD beyond 2014 agenda into national plans and strategies, UN systems initiatives and development frameworks (CCA, UNDAF, PRSPs, SWAPs, CAPs, SDGs).
- Translates global strategies into country specific advocacy strategies, creates and delivers effective evidence-based advocacy messages to promote UNFPA’s programme goals taking into account political and social sensitivities.
- Promotes a results based approach and integrates innovative policies and strategies into the design and formulation of country programmes, sub-programmes and projects based on strategic priorities and responsive to the countries’ needs in the areas of reproductive health, population and development and gender.
Facilitates the achievement of programme results by identifying, providing and coordinating substantive and technical inputs into programme development and implementation, ensuring substantive monitoring and oversight and coordinating and evaluating the inputs of consultants and technical experts.

Promotes knowledge sharing and continuous learning, testing, linking and documenting innovative strategies, approaches, lessons learned and best practices inside and outside UNFPA and replicating these strategies and approaches. Ensures that programme staff integrates new substantive policies, methodologies and tools (RBM, gender concepts etc.).

Mobilizes co-financing resources for support to the country programme recommending a strategic approach and encouraging Country Office action. Assists the government and other implementing partners in the coordination of assistance for population programmes.

**Job Requirements:**

**Education:** Master degree in Public Health, Medicine, Sociology, Demography, Gender, International Relations, International Development, Economics, Public Administration, Management or other related field.

**Experience:** Minimum 7 years of progressively responsible professional experience in the field of population and development, including programme designing, appraising and management.
- Demonstrated ability to refine programme design to ensure alignment of organizational programme objectives to national priorities/capacities.
- Proven ability to lead and manage teams to achieve demonstrable results.
- Excellent written and oral communication skills to foster engaged partnerships at a high level of representation and to maintain political partnerships.

**Languages:** Fluency in both written and spoken English and working knowledge of Arabic is a requirement.

**Computer Skills:** Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.

**Required Competencies:**

**Values:** (Exemplifying integrity, Demonstrating commitment to UNFPA and the UN system, embracing Cultural diversity, embracing change)

**Core Competencies:** (Achieving results, Being accountable, Developing and applying professional Expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact)

**Managerial competencies** : (Providing strategic focus, Engaging internal/external partners and stakeholders, Leading, developing and empowering people/creating a culture of performance, Making decisions and exercising sound judgment)

**Functional competencies:** (Advocacy/Advancing a policy-oriented agenda, Leveraging the resources of national governments and partners/building strategic alliances and partnerships, Delivering results-based programmes, Internal and external communication and advocacy for results mobilization)

**UNFPA offers an attractive compensation package commensurate with experience.** Interested applicants should submit their updated CVs and Personal History form with photocopies of certificates to the UNFPA (United Nations Population Fund) Operations Manager Office, Manshia, Block # 1/S, House No. 386, P.O. Box 913, Khartoum, Sudan or by email: shakir@unfpa.org or through www.sudanjob.net.

UNFPA provides a work environment that reflects the values of gender equality, 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**. 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.