

Job Opening

Posting Title:	DEVELOPMENT COORDINATION OFFICER, STRATEGIC PLANNING AND RCO TEAM LEADER, P4
Job Code Title:	DEVELOPMENT COORDINATION OFFICER, STRATEGIC PLANNING AND RCO TEAM LEADER
Department/Office:	Development Operations Coordination Office
Duty Station:	Field Locations
Posting Period:	21 March 2019 - 20 April 2019
Job Opening Number:	19-Sustainable Development-DOCO-I13697-P- (X)
Staffing Exercise	N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Org. Setting and Reporting

The position is located in the United Nations Resident Coordination Office (RCO) in multiple countries and reports to the UN Resident Coordinator (RC).

Responsibilities

Within delegated authority, the Development Coordination Officer, Strategic Planning and RCO Team Leader will be responsible of the following duties: (These duties are generic and may not be carried out by all Development Coordination Officers, Strategic Planning and Team Leader.)

Summary of Functions:

- 1.Provides strategic guidance to the RC and UN Country Team (UNCT) on effective, quality and timely UN support for the implementation of the 2030 Agenda through the Common Country Analysis (CCA) and UN Development Assistance Framework (UNDAF)
- 2.Initiates and coordinates external partnerships and joint resource mobilization efforts for the new generation UNDAF
- 3.Coordinates the Business Operations Strategy and contributes to business innovations
- 4.Manages knowledge management and capacity development activities in and outside the UN System
- 5.Leads overall management of the RCO to ensure efficient and effective substantive coordination support to the RC/UNCT and adherence to organizational policies and procedures

Description of Functions:

- 1.Provides strategic guidance to the RC and UNCT of effective, quality and timely UN support for the implementation of the 2030 Agenda through a new generation CCA/UNDAF

- Provides substantive support to the RC/UNCT in articulating and actively communicating a credible and convincing strategic vision for the UN, articulated through the UNDAF, which is consistent with national development goals and priorities, UN values, aligned with the 2030 Agenda and committed to the principles of universality, equality and leaving no one behind;
- Prepares strategic inputs and develops draft recommendations to facilitate decision-making by the RC/UNCT in relation to repositioning of the UN System in country, especially related to the Standard Operating Procedures for Delivering as One;
- Drafts policy recommendations to the RC/UNCT on the development, implementation, monitoring, reporting and evaluation of the new generation CCA/UNDAF as the primary instrument for the planning and implementation of UN development activities in country;
- Provides guidance to the RC/UNCT in asserting vision and accountability for the UN to operate as a nimble, innovative and enterprising development partner, demonstrating characteristics of a knowledge-based organization and thought leader;
- Leads the strategic design of UN's policy and programmatic services, operational capabilities, and partnership mechanisms;
- Facilitates close engagement across the humanitarian, development and peace domains, as required by the



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country context;

- Leads the identification, analysis and prioritization of joint programmatic work of UN entities in response to national priorities and in line with the UNDAF and the 2030 Agenda, based on analysis carried out by the Sustainable Development Policy Advisor;
- Coordinates the UNDAF and Joint Workplans; facilitates UNDAF monitoring and evaluation (M&E) and reporting through UNINFO; organizes preparation and provision of the annual One UN Country Results Report to the Government and other stakeholders;
- Facilitates the engagement of all agencies – resident and non-resident – and other relevant UN entities, including at Headquarters and at the (sub-)regional level in inter-agency fora and in discussions with external partners;
- Facilitates coherence in the different intra-agency coordination bodies, including with Humanitarian Country Teams and the Security Management Team.

2.Initiates and coordinates external partnerships and joint resource mobilization efforts for the new generation UNDAF

- Initiates and coordinates effective working relationships with national and international public and private partners to facilitate knowledge sharing in support of CCA/UNDAF development, implementation, and monitoring and evaluation;
- Provides substantive support for positioning the UN as a key provider of integrated services and as a platform in support of the SDGs, in consultations with a broad range of stakeholders;
- In close collaboration with the Development Partnerships Officer, leads or participates in the formulation and implementation of the UN Partnership Strategy as well as the Resource Mobilization Strategy, and other initiatives in support of SDG achievement through the UNDAF;
- Leads or contributes to the design, formulation, implementation, monitoring and reporting of joint programming processes amongst UN entities;
- Based on UNDAF and joint programmes, facilitates and coordinates joint resource mobilization and partnering efforts at country level;
- Manages and monitors the implementation of the SDG Country Fund (where relevant) in support of the UNDAF and SDG acceleration;
- Contributes to strategic messaging and communication initiatives by RC/UNCT.

3.Coordinates the Business Operations Strategy and contributes to business innovations

- In collaboration with the Operations Management Team (OMT), provides substantive support to the RC/UNCT on business innovations for the UN in country;
- Provides substantive inputs in formulating, implementing and monitoring the UN Country Business Operations Strategy;
- Assists the OMT in implementing common premises, and in establishing a common back office for location-dependent services;
- Facilitates a culture of continuous improvement and client-orientation in operational service delivery;
- Provides guidance on the establishment of common services arrangements to participating organizations/agencies at the country level.

4.Manages knowledge management and capacity development activities in- and outside the UN System

- Facilitates the transfer of knowledge and effective communications across different UN and non-UN entities;
- Leads the sharing of best practices, trends, knowledge and lessons learned across the UN system and with external partners;
- Coordinates thematic activities and knowledge-sharing forums and encourages others to participate;
- Contributes to knowledge sharing (including through training and facilitating peer exchange) amongst UN staff on issues related to UN strategic planning frameworks, methodologies and tools;
- Monitors and analyzes UN experiences, lessons learned and knowledge networking to contribute to strategic planning processes.

5.Leads overall management of the RCO to ensure efficient and effective substantive coordination support to the RC/UNCT and adherence to organizational policies and procedures

- Provides support for the formulation and implementation of the substantive work programme of the UNCT; allocates and monitors RCO resources for delivery of outputs and reporting on results;
- Manages the activities undertaken by the RCO, ensuring that programmed activities are carried out in a timely fashion;
- In close collaboration with UNDP, manages processes related to human and financial resource management, procurement, general administration, security, and information technology for the RCO;
- Manages, guides and trains staff under his/her supervision; facilitates teamwork and communications among staff in the RCO and across organizational boundaries;
- Promotes a work environment in the RC Office and across UN entities that is conducive to innovation and engagement with a diverse set of stakeholders and delivers results in line with the 2030 Agenda for Sustainable Development.

Competencies

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- **Professionalism:** Ability to apply sustainable development theories, concepts and approaches. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic resources on the internet, intranet and other databases. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Managerial Competencies :

- **Leadership:** Serves as a role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement, does not accept the status quo; Shows the courage to take unpopular stands; Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **Judgement/Decision-making :** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary

Education

Advanced university degree (Master's degree or equivalent degree) in business or public administration, sustainable development, social sciences, education or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of seven years of progressively responsible experience in strategic planning, sustainable development policy, project/programme management or resource mobilization in the context of development cooperation or related area is required.

Languages

Fluency in one of the working languages of the UN Secretariat, English or French, is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

The United Nations Secretariat maintains rosters of qualified and available candidates to fill anticipated job openings in peacekeeping operations, special political missions, and other field operations.

The purpose of this job opening is to generate a list of qualified candidates for inclusion in the Development Coordination Officer, Strategic Planning and RCO Team Leader – P4 roster. The entire assessment process takes an average of six months; all applicants will be notified in writing of the outcome of their application (whether successful or unsuccessful) within 14 days of the conclusion of the process. Successful candidates will be placed on the roster and subsequently will be invited to apply for field mission vacancies open only to roster members. Roster membership does not guarantee selection.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that

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they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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