

United Nations JPO Programme



TERMS OF REFERENCE 19P241

Special Assistant to the Resident Coordinator (SARC)

I. General Information

Title:

SARC in Development

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):

Development

Organization/Office:

United Nations / Resident Coordinator Office (RCO)

Duty Station:

Dakar, Senegal

[Non-Family Duty Station: yes / no

Duration:

1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor: Resident Coordinator

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Special Assistant to the Resident Coordinator (SARC) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the SARC and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the SARC's performance. Weekly meeting with the supervisor/ Monday.

III. Duties, Responsibilities and Output Expectations

Under the supervision of the Resident Coordinator and in close collaboration with the UN Coordination team, the SARC will be responsible for the following tasks:

1. Assists the Resident Coordinator (RC) in the day-to-day management of the Coordination Office. (30%)

- Provides technical support for the organization and reporting of monthly and ad hoc meetings of Heads of agencies and the annual retreat of the country team.
 - Support the substantive preparation and follow up of key meetings (Country Team, Program Committee, Humanitarian Development Platform, etc.);
 - Assist with key inputs into meetings (briefing notes, speeches, documents, etc.)
2. Supports the Resident Coordinator and the UN Country Team in the implementation of the UN Cooperation Framework 2019-2023 in support of the implementation of Agenda 2030. (30%)
- Supports the timely implementation and follow up of the UN Cooperation Framework with the RC, UNCT and RCO team;
 - Participation in UN Cooperation Framework implementation monitoring groups, particularly monitoring and evaluation and the UN Cooperation Framework monitoring and evaluation plan;
 - Support the preparation of regular briefing materials on the implementation of the UN Cooperation Framework.
3. Ensures effective advocacy of United Nations activities, in close collaboration with the RCO team, UNIC Regional Office and the UN Agencies Communication Group. (20%)
- Participates in information sharing within the country team on UNDAF implementation, UN reform, and cooperation with technical and financial partners;
 - Prepares talking points and the briefing notes for major events;
 - Participates in the update of the United Nations website in Senegal, through the provision of content.
4. Participate in building country team capacity around coordination. (20%)
- Helps identify and shares best practices with the UN Country Team;
 - Participates in different knowledge networks.;
 - Participates in information and sensitization sessions around issues of inter-agency coordination and UN reform.

IV. Qualifications and Experience

Education:

Master's Degree or equivalent Advanced Degree in a related field of expertise (development, international relations, social sciences)

Work experience:

Minimum of 5 years of work experience

Languages:

Fluent in French, strong command of English

Other skills:

- Required computer skills in a standardized language
- Any required certifications
- Any required training

UN competencies:

PROFESSIONALISM: 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

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages



from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

PLANNING & ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the SARC will have/be able to:

- Write speeches, briefing notes, assessment reports
- Assess project proposals and budgets
- Prepare communication/presentation materials (powerpoint presentations, speeches, press releases, etc.)

VI. Background Information

The new UN Cooperation Framework for Senegal (2019 – 2023) was signed and launched jointly between the Minister of Economy, Finance and Planning of Senegal and the Resident Coordinator on October 23, 2018.

The process of developing this new UNDAF was highly participatory, mobilizing all development actors (national partners, technical and financial partners, civil society and private sectors). For this new UNDAF 2019 - 2023, three priorities are set out to contribute to the achievement of the Priority Action Plan 2019-2023 of the Senegal Emerging Plan (PSE):

- Inclusive and sustainable economic growth;
- Access to quality basic social services and social protection;
- Governance, Peace and Security.

The mobilization of the UNCT Senegal in the implementation of the UN Cooperation Framework will contribute substantially to the achievement of the targets of the Priority Action Plan (PAP 2019 - 2023) of the "*Plan Sénégal Emergent*" and to the 2030 Agenda.

In addition and in line with the UN reform, the RCO team has been strengthened with five main capacities: a) Strategic Planning; (b) Economist; (c) Partnerships and financing for development; d) Data and results management and reporting; e) Communications and advocacy. Together with the SARC, this team will collectively help the RC and UNCT deliver on the UN Cooperation Framework.

Living conditions at the Duty Station: Dakar, capital city of Senegal is a "family duty station." Living conditions are good and peaceful. Social climate and services such as medical care, flights to African countries and other continents, access to internet and easy transport within town are all available.

The national currency is the CFA franc (US \$ 1 = approx. 600 FCFA). Commercial banks exist. Major credit/debit credit cards (VISA, MASTERCARD) are accepted in some hotels and department stores.



Senegal is a country with a high incidence of malaria. The use of mosquito nets is highly recommended. Vaccination for yellow fever is mandatory (yellow immunization card could be asked upon arrival at the airport). Other vaccinations such as meningitis, hepatitis B are also recommended. Basic drugs are available in pharmacies but is recommended to bring its specialized drugs.

Smoking/Non-Smoking environment (as applicable): Non-smoking