



## Assistant (Deputy) Representative

### Re-advertisement

<b>Job title:</b>	<b>Assistant Representative</b>
<b>Level:</b>	<b>NO-D</b>
<b>Position Number:</b>	<b>00001717</b>
<b>Location:</b>	<b>La Paz, Bolivia</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

#### The Position:

The Assistant (Deputy) Representative, in coordination with the Representative, designs, develops, and manages an innovative and responsive country programme. Directly reporting to the Representative, you will lead the programme team, inspiring it to translate the international, regional and country priorities into tangible solutions and quality results for the most marginalized or vulnerable populations.

#### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's ongoing strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources (human and financial) entrusted to them and who commit to deliver excellence in programme results guided by the UNFPA's mandate.

#### Job Purpose:

You will contribute to the management of UNFPA programme planning, programming, implementation, monitoring in the areas of population and development, reproductive health and gender. Working to advance the ICPD policy agenda in a politically sensitive environment,



you will respond to changing priorities of Governments. Promoting partnership and strategic alliances with counterparts in government, multi-lateral and bilateral agencies and civil society both at national and decentralized levels will be key to your role. You will coordinate technical advisers in HQs and the regional office, and the programme officers locally in the office to ensure the optimal delivery of the country programme. You will also contribute to UN systems coordination through participation in policy dialogue, joint programming, implementation and monitoring exercise with other agencies, and provision of inputs into joint common system initiatives.

Directly reporting to the UNFPA Representative, you will act on his or her behalf as required.

### **You would be responsible for:**

- Contributing to policy dialogue and advocacy with Government, UN and other development partners to incorporate UNFPA's priorities and agenda into national plans and strategies, and UN systems, initiatives and development frameworks.
- Supporting the office in translating global strategies into country-specific advocacy strategies. This includes developing and implementing evidence-based advocacy strategies to promote UNFPA's programme goals, taking into account political and social sensitivities.
- Promoting and strengthening a results-based approach, integrating innovative policies and strategies into the design and formulation of country programmes, sub-programmes and projects. You will ensure programmes are responsive to the country's needs and regional/international priorities in areas of UNFPA's strategic priorities.
- Facilitating the achievement of programme results by identifying, providing and coordinating inputs into programme development and implementation, ensuring programme monitoring and quality oversight, and coordinating and evaluating the inputs of consultants and technical experts.
- Promoting knowledge sharing and continuous learning including testing, evaluating and documenting innovative strategies and best practices internal and external to UNFPA, and integrating these as appropriate.
- Contributing to resource mobilization by identifying potential donors, preparing proposals including outlining co-financing resources for support to the country programme, and supporting the government and other agencies in coordinating assistance for programmes. In coordination with the team, ensure the quality and timely donor reporting and ensure sustainable, strategic partnerships with donors.



- Coordinating, guiding and nurturing the team: This position will supervise the programme officers in four technical areas at the national level, and the project officers at the decentralized level. As the coordinator of the programme, this person will closely collaborate with the operations' team and contribute to the office's management priorities as a member of the Senior Management Team.

### Qualifications and Experience:

#### Education:

A Master's degree in Public Health, Medicine, Sociology, Demography, Gender, International Relations, International Development, Economics, Public Administration, Management or other related discipline. **A relevant advanced or post-graduate degree or diploma may be considered, together with a substantive work experience in lieu of the Master's degree.**

#### Knowledge and Experience:

- 7 years of progressively responsible professional experience in the field of development and population activities, including programme designing, appraisal and management.
- Demonstrated ability to refine programme design to ensure alignment of organisational 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 Spanish and English, including analytical writing, is required.

Knowledge of a local language is highly desirable. Knowledge of other official UN languages is an asset.

### Required Competencies:

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Advocacy / Advancing a policy-orientated agenda</li> <li>• Leveraging the resources of national governments and partners / building strategic alliances and partnerships</li> <li>• Delivering results based programmes</li> <li>• Internal and external communication and advocacy for results mobilization</li> </ul>
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**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 in internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

**Compensation and Benefits:**

This position offers an attractive remuneration package commensurate with the level of the post including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

UNFPA is an affirmative action organisation. All qualified candidates from diverse populations such as **indigenous population, afro-descendants, people living with disabilities, and LGBTI, and female candidates are strongly encouraged to apply. We promote diversity in our candidates.**

Approved by:

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*Rinko Kinoshita*  
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Rinko Kinoshita  
Representative  
UNFPA Bolivia

Date:

01 April 2021