



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Post Information

Post Title: **UN Coordination Specialist**  
Post Number: 00058519  
Type of Contract: FTA  
Duty Station: **Sao Tome & Principe**

Proposed Grade: NOC  
Supervisor Grade: D1

### II. Organizational Context

Under the direct supervision of the UN Resident Coordinator, the UN Coordination Specialist assists in strengthening the capacity of the UN Country Team in São Tomé and Príncipe, facilitates the integration of UN reform processes into the daily work of the UN Country Team and ensures an improved harmonization of development-related initiatives in the country. The UN Coordination Specialist also monitors and provides inputs to the development of national strategies and country programming processes and products (UNDAF). These tasks are fulfilled in close collaboration with UNCT members, programme and operations teams of the Agencies, UNDOCO staff, technical advisors and experts.

### III. Functions / Key Results Expected

#### 1. UN Inter-agency Coordination

- Advise and provide technical support to ensure efficient inter-agency information flows, including the preparation and dissemination of relevant documentation to UN agencies and partners in São Tomé and Príncipe;
- Support and monitor joint UN activities and initiatives in São Tomé and Príncipe, including commemorations, special events and launches of UN publications (MDGs Report, CCA/UNDAF);
- Ensure the planned implementation of the UNDAF process in cooperation with other Agencies, initiating Joint Programmes/Activities in specific areas, as agreed by the Resident Coordinator and the team;
- Organize, substantively prepare and follow up UN Country Team meetings, UN Inter-Agency task forces and UNDAF Working Groups, including the preparation and dissemination of annotated agenda, background materials and detailed minutes of proceedings;
- Organize, substantively prepare and follow up on the UN Country team's annual retreat; propose agenda items, take contacts and consult to ensure the participation of appropriate speakers and facilitators; compile adequate background materials and draft minutes of proceedings to be endorsed by all participants;
- Ensure that the results of the locally-based coordination process are reflected in all UN and non UN (e.g. World Bank, OECD/DAC) websites focusing on development partners' practices for sustainable development;
- Draft the Annual UN Resident Coordinator's Report and Resident Coordinator/UNCT Annual Work Plan, taking into account inputs, proposals and policy advice forwarded by other UN Agencies;
- Report on the use of SRC and CCF funds and propose budget revisions, as appropriate;
- Collect and disseminate best practices and lessons learned directly linked to country policy goals among members of the UN Country Team and with DOCO;

- Work in close collaboration with UN public information officers and media associates to ensure that RC initiatives and activities are duly covered by media.

## 2. Aid Coordination in São Tomé and Príncipe

- Strengthen the UN "substantive networking" with development partners, ensuring a high visibility of the UN System at national level and mobilizing development partners' support to UN lead initiatives and joint programmes/activities;
- Organize, substantively prepare and follow up meetings of the Development Partners Community: propose agenda items, prepare technical background materials, take contacts and consult to ensure the participation of appropriate speakers and facilitators; and draft minutes of proceedings;

## 3. Resident Coordinator Office

- Supervises the Assistant to the Resident Coordinator in the drafting of letters, speeches, communications or other timely responses to inquiries and requests emanating from UNDO, other UN departments and agencies, and institutions in São Tomé and Príncipe;
- Maintain active communication with other agencies in the UN Country Team on behalf of the Resident Coordinator Office;
- Coordinate all activities emanating from the UN Resident Coordinator Office, set priorities, supervise and ensure follow up and feedback;
- Perform all other tasks as required by the UN Resident Coordinator.

## IV. Impact of Results

The key results have an impact on the success of the UN Country Team activities, strengthening of overall coordination capacity, implementation of the UN System reform. In particular, the key results have an impact on the design and operation of UN activities, creation of strategic partnerships for UNCT Programming including UNDAF implementation and support of national strategies and priorities.

## V. Competencies

### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Advocates and promotes the vision, mission, and strategic goals of UN
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism.

### Functional Competencies:

#### Knowledge and Learning Management

- Shares knowledge and experience from within and outside the UN Country Team
- Encourages UN Staff to share knowledge
- Develops deep understanding in UNDAF, UN System reform and MDGs

#### Coordination Effectiveness

- Ability to lead the design and implementation of UN Programme activities, strengthening of strategic partnerships for UNDAF implementation
- Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies


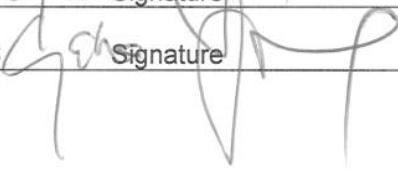
#### Management and Leadership

- Focuses on impact and result for the client
- Leads teams effectively and shows conflict resolution skills
- Establishes priorities for self and other members of the RC office; schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course
- In providing advice to the RC, has the capacity to gather comprehensive information on complex problems or situations; evaluates information accurately and identifies key issues required to resolve problems
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates excellent oral and written communication skills
- Builds strong relationships with clients and external actors
- Manages conflict and stress, remaining composed and working as a mediator in crisis or antagonistic situations
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Solicits feedback from staff about the impact of his/her own behavior
- Strong communication skills: ability to maintain effective contacts and to coordinate with UN agencies, government institutions, and non-governmental organizations

## VI. Recruitment Qualifications

Education:	Master's degree in Economics, Social Sciences, International Relations, Political Sciences or related field
Experience:	<ul style="list-style-type: none"> <li>• 5 years of relevant experience and an in-depth knowledge and understanding of the UN System.</li> <li>• Solid knowledge of CCA, UNDAF, MDGs and UN System reform.</li> <li>• Experience working in different UN agencies and working at the Headquarters and in the field is an asset.</li> <li>• Experience working on bilateral and/or Multilateral development programmes/Projects</li> </ul>
Language Requirements:	Excellent working knowledge of English and French

## VII. Signatures- Post Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date :
Supervisor		
Name / Title Gana Fofang, RR/RC	 Signature	Date : 07.12.2010
Chief Division/Section		
Name / Title Gana Fofang, RR/RC	 Signature	Date: 07.12.2010