



São Tomé et Príncipe

Concurso Público

O Programa das Nações Unidas para o Desenvolvimento (PNUD), leva ao conhecimento dos interessados que pretende recrutar um (a) Especialista de Coordenação no quadro do Sistema das Nações Unidas em São Tomé.

Requisitos exigidos:

- a) Pós graduação em economia, ciências sociais, relações internacionais ou em estudos de desenvolvimento;
- b) Além do domínio da língua portuguesa falada e escrita, excelente conhecimento e domínio das línguas de trabalho do Sistema das Nações Unidas, nomeadamente francês e inglês;
- c) Mínimo cinco (5) anos de experiência profissional;
- d) Familiarizado com a Agenda de Reformas das NU, OMD e outras iniciativas globais;
- e) Algum conhecimento do trabalho das Nações Unidas e o papel desta em São Tomé e Príncipe
- f) Experiência em matéria de comunicação/relações públicas /advocacia

Os termos de referência podem ser solicitados e/ou obtidos nas instalações da Casa das Nações Unidas em São Tomé ou no **Web Site <http://www.uns.st/undp>**

As candidaturas devem ser apresentadas mediante uma carta de intenção acompanhada do curriculum vitae e dos comprovativos das habilitações académicas e remetidas ao Escritório do PNUD até às 13H30 do dia 28 de Dezembro de 2007, para o endereço abaixo indicado:

Concurso do posto
Especialista de Coordenação
Sistema das Nações Unidas
São Tomé



António Costa Dias
12 de Dezembro de 2007.



I. Position Information

Job code title: **UN Coordination Analyst**
Classified Grade: **ICS-9**
Supervisor: **UN Resident Coordinator**

II. Organizational Context

Under the guidance and direct supervision of the UN Resident Coordination, the UN Coordination Analyst provides leadership in execution of services in the UN Coordination Unit by managing data and facilitating UN activities implementation.

The UN Coordination Analyst strengthens capacity of the UN Country Team, analyzes political, social and economic trends and provides inputs to preparation of country programming products including the Common Country Assessment (CCA) and United Nations Development Assistance Frameworks (UNDAFs), supports the national strategies setting, provides assistance to development and implementation of the collaborative and joint programmes and monitors progress towards the Millennium Development Goals (MDGs).

The UN Coordination Analyst works in close collaboration with UNCT members, programme and operations teams of the Agencies, UNDO staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful implementation of UNCT activities.

III. Functions / Key Results Expected

- 1. Ensures effective support to UNCT in preparation and implementation of country programming processes and products, including CCA and UNDAF and UN programmes coordination focusing on achievement of the following results:**
 - Thorough analysis and research of the political, social and economic situation in the country including support for establishing Dev-Info in coordination with relevant national counterparts.
 - Participation in the work of the CCA Thematic Group activities and preparation of inputs to CCA.
 - Participation in the work of the UNDAF Working Groups and preparation of inputs to UNDAF.
 - Participation in the work of theme groups organized around the UNDAF outcomes, including support for monitoring and evaluation within the context of the UNDAF Results Matrix, the UNDAF M&A Plan.

- Monitoring and provision assistance to inter-agency working groups and committees.
- Identification of strengths and weaknesses in UN Agencies programmes in the context of UNDAF, UN System reform and MDGs. Preparation of high quality documents summarizing the developments in the UNDAF areas of cooperation. Provision of advice on adjusting strategies and implementation modalities.

2. Ensures effective UN Inter-Agency Coordination:

- Organize, prepare and follow up UN Country Team meetings, UN Inter-Agency task forces and Working Groups, including the preparation and dissemination of annotated agenda, background materials and minutes of proceedings;
- Support and monitor joint UN initiatives in Sao Tome and Principe, including commemorations, special events and launches of UN publications (MDGs Report, CCA/UNDAF, ...);

3. Ensures preparation and implementation of the RC Work Plan focusing on the achievement of the following results:

- Preparation of proposals for funding and drafting of the RC Work Plan and reports.
- Technical support for UNCT Retreats to review the annual work plan and other UNCT meetings.
- Development of proposals for collaborative activities/capacity building initiatives identified in the RC Work Plan.
- Preparation of proposals for funding; monitoring and control the use of the Support to the Resident Coordinator (SRC) fund and other funds dedicated to UNCT activities.
- Report on the use of the funds to the UN RC and UNCT and propose revisions to the budgets and approval of expenditures reports.

4. Ensures effective advocacy of UN activities in close consultation with UNIC and the information/ communication focal points of the UN system focusing on the achievement of the following results:

- Maintenance of the systematic information on RC system activities.
- Arrangement of regular forums and events on issues related to UN activities with media, NGOs, communities, etc.
- Support for implementation of media and communication strategies of the UNCT, in close consultation with the ICWG.
- Collecting inputs for speakers notes, talking points, speeches for major advocacy events of the RC system in close consultation with the UNCT and partners.
- Monitoring of the UN website maintenance.

5. Ensures implementation of the resource mobilization strategy for UNDAF implementation focusing on achievement of the following results:

- Development of partnerships with IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society.
- Analysis and research of information on donors, preparation of reports on donors' strategies.

6. Ensures facilitation of knowledge building and management focusing on achievement of the following results:

- Identification of sources of information related to coordination. Identification and synthesis of best practices and lessons learnt directly linked to country policy goals.
- Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the success of the UN Country Team activities. In particular, the key results have an impact on the design and implementation of UN programme activities, strengthening of strategic partnerships for UNCT Programming including UNDAF implementation.

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modeling 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 favoritism

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 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
- Remains calm, in control and good humored even under pressure
- 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

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field.
Experience:	4 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Knowledge about the UN and RC systems would be an advantage. Experience in communication/public relation/advocacy. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
Language Requirements:	Fluency in the UN and national language of the duty station.

VII. Signatures- Job Description Certification

Name Nicaise Kponou RC a.i

Signature



Date 15.12.2006