



**UNITED NATIONS DEVELOPMENT PROGRAMME
JOB DESCRIPTION**

I. Position Information

Job Code Title:	Programme Specialist, Head of GFATM
Pre-classified Grade:	NOC
Supervisor:	Deputy Resident Representative
Type of Contract:	Fixed Term Appointment, UNDP Country Office

II. Organizational Context

Under the guidance and direct supervision of the DRR, the Programme Specialist, Head of GFATM acts as a manager and advisor to Senior Management on relevant aspects of CO programme. The main role is to manage the GFATM programme including continued monitoring of implementation. The Programme Specialist, Head of GFATM leads the GFATM programme in strategic planning and identifies new programme areas while ensuring consistency with UNDAF/ CPD priorities and creative responses to emerging challenges and opportunities.

The Programme Specialist/Head of GFATM heads and supervises the GFATM Projects' team and works in close collaboration with the Operations team in the CO, Programme staff in other UN Agencies, GFATM, LFA, UNDP HQs staff, and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society to successfully implement the UNDP programme.

He/she represents UNDP in UN inter-agency forums and theme groups in the area of Health as well as contributes to UNDAF and UNDP CPD monitoring and evaluation.

III. Functions / Key Results Expected

Summary of Key Functions:

Under the direct supervision of Deputy Resident Representative (DRR), The Programme Specialist/Head of GFATM is responsible for:

<ol style="list-style-type: none"> 1. Ensuring the strategic direction and implementation of the UNDP Country Programme in the area of Response to HIV/AIDS, Tuberculosis and Malaria under the GFATM through support to GFATM Programme. 2. Management, supervision and effective leadership of the GFATM Programme to implement operational and programme strategies. 3. Coordination and generation of strategic partnerships to ensure UNDP Country Programme and GFATM Programme success. 4. Provision of quality advice to the Government counterparts and facilitation of knowledge-based development and facilitation of knowledge building and knowledge sharing.
<ol style="list-style-type: none"> 1. As a member of the CO management team, ensures the strategic direction of UNDP programme in relevant thematic areas focusing on achievement of the following results: <ul style="list-style-type: none"> ❑ Thorough analysis of the political, social and economic situation in the country and collaborative preparation/revision of CCA, UNDAF, CPD, CPAP, AWP and other documents. ❑ Identification of strategic programme areas of cooperation. ❑ Operationalization of UNDAF/ CPD in collaboration with the main partners and other UN Agencies. Identification of possibilities for joint programming. ❑ Analysis and presentation of UNDP policies and their implementation in the CO. ❑ Contribute to CO business processes mapping and establishment of internal Standard Operating Procedures in Results Management, control of the workflows in the relevant Programme Unit.
<ol style="list-style-type: none"> 2. Ensures effective management of the CO programme in the aforementioned thematic areas and supervision of the GFATM project's focusing on quality control of the full cycle of programming from formulation to implementation achieving the following results: <ul style="list-style-type: none"> ❑ Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results. Oversees the RBM dashboard update for individual projects for the quality of inputs and information, contributes to IWP/ROAR by providing input as to the achievement of outcomes, contributes to the formulation of analytical inputs to ROAR, Thoroughly reviews annual reports of individual projects for their quality in line with UNDP corporate standards, finalizes TOR of project evaluations and oversees implementation of evaluations and action planning to implement evaluation recommendations. Design and formulation of CO programme within the area of responsibility, translating UNDP's priorities into local interventions. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones. ❑ Effective monitoring, measuring the impact of the CO programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme. ❑ Oversight of planning, budgeting, implementing and monitoring of the

programme, tracking use of financial resources for the relevant programmes in accordance with UNDP rules and regulations. Financial and substantive monitoring including the technical aspects of the projects; evaluation of the projects, identification of operational and financial problems, development of solutions.

- ❑ Initiation of a project, presentation of a project to PAC, provide input to PSU for entering project into Atlas, finalization of contribution agreement;
- ❑ As a member of project boards determine required revisions; coordination of the mandatory and budget re-phasing exercises and closures of projects through review in a timely manner. Ensures that the closing process is undertaken and completed in compliance with UNDP rules.
- ❑ Ensures the quality of project reports in accordance with UNDP standards. Participation in audit of projects. Ensures follow up on audit recommendations and that all exceptions are timely reported.
- ❑ In consultation with peers and supervisees, develops and follow ups on the implementation of the aggregate year/monthly cluster plan, thus ensuring concrete and measurable results from UNDP assistance
- ❑ Prepares monthly management reports to report on progress against workplan targets, important cluster goal posts as well as key performance indicators of delivery and resource mobilization.
- ❑ Supervises the staff of the projects ensuring appropriate delegation of authority and progress against the cluster workplan, as well as specific projects/programmes workplans, with the aim to maximize delivery, maintain the highest quality of UNDP inputs and ensure adherence to UNDP standards of projects/programme implementation.
- ❑ Fosters teamwork within the cluster through convening of regular meetings.
- ❑ Identifies programme synergies and builds up linkages between projects/programmes, as well as with other CO units.

3.Coordination and generation of strategic partnerships to ensure GFATM Programme success, focusing on achievement of the following results:

- ❑ In coordination with Sr. Management and implementing partners, develop partnerships with the government institutions, bi-lateral and multi-lateral donors, UN Agencies, private sector, civil society in the specific thematic areas based on strategic goals of UNDP, GFATM, country needs and donors' priorities.
- ❑ Analysis and research of information on donors, preparation of substantive briefs on possible new areas of cooperation, identification of opportunities for initiation of new projects, and active contribution to the overall office effort in resource mobilization.
- ❑ Oversee the preparation and timely finalization of the legal documents of the Global Fund grants such as Grant Agreements, Sub-recipient Agreements and the attachments.
- ❑ Effective and sustained communication with CCM.
- ❑ Preparation of advocacy and other types of analytical reports for the use of the wider audience in Iran and abroad.
- ❑ Represents UNDP in relevant Inter-agency forums and thematic groups

4. Ensures provision of top quality advisory services and facilitation of knowledge building and management focusing on achievement of the following results:

- ❑ Provision of quality advice to the Government counterparts and facilitation of knowledge-based development within the programme bounds focusing on achievement of the following results:
- ❑ Identification of sources of information related to policy-driven and programme level issues.
- ❑ Lead GFATM Project Managers and Head of Operations to identify the best practices and lessons learnt directly linked to GFATM programme.
- ❑ Support, on behalf of UNDP, to development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.
- ❑ Leads the provision of sound contributions to UNDP knowledge networks and communities of practice in the area of HIV/AIDs, TB and Malaria.
- ❑ Organization of trainings for the operations/ projects staff and other partners.
- ❑ Ensures quality of GF related documents on the UNDP Iran share-point portal.
- ❑ Ensures quality of information on GF section of the UNDP Website.

IV. Impact of Results

The key results have an impact on the overall success of the country programme and reaching UNDAF/ CPD goals. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies and Critical Success Factors

Corporate Competencies:

- ❑ Demonstrates integrity by modeling the UN's values and ethical standards
- ❑ Promotes the vision, mission, and strategic goals of UNDP
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- ❑ Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
- ❑ Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- ❑ Ability to lead strategic planning, results-based management and reporting
- ❑ Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- ❑ Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery
- ❑ Good knowledge of the Results Management Guide and Toolkit
- ❑ Good ICT skills, knowledge of Atlas
- ❑ Ability to implement new systems and affect staff behavioral/ attitudinal change

Management and Leadership

- ❑ Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Demonstrates good oral and written communication skills
- ❑ Demonstrates openness to change and ability to manage complexities

Prince2 Training and Certification, RMG

VI. Recruitment Qualifications	
Education:	Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field.
Experience:	5 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 and establishing inter-relationships among international organization and national governments. 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		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date