



## UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

### I. Position Information

<b>Job code title:</b>	<b>UN Coordination Associate</b>
Pre-classified Grade:	ICS-7
Supervisor :	UN Coordination Specialist or UN Coordination Analyst

### II. Organizational Context

Under the guidance and direct supervision of the UN Coordination Specialist or UN Coordination Analyst, the UN Coordination Associate provides leadership in execution of services in the UN Coordination Unit by managing data and facilitating UN activities implementation. The UN Coordination Associate promotes a client-oriented approach.

The UN Coordination Associate supervises and leads the support staff of the UN Coordination Unit. The UN Coordination Associate works in close collaboration with the operations, programme and project teams of the UN Agencies and UNDOGO staff for resolving complex UN programme-related issues and information delivery.

### III. Functions / Key Results Expected

1. Ensures **effective support in preparation and implementation of country programming processes and products, including CCA and UNDAF** focusing on achievement of the following results:
  - Presentation of researched information for preparation of various country programming products and processes including CCA and UNDAF. Presentation of information/ reports for identification of areas for support and interventions.
  - Planning and coordination of preparation of the CCA and UNDAF in cooperation with the direct supervisor. Design and maintenance of various databases on CCA, UNDAF.
  - Monitoring and provision of assistance to inter-agency working groups and committees.
2. Supports **preparation and implementation of the RC Work Plan** focusing on the achievement of the following results:
  - Preparation of proposals for funding and inputs to the RC Work Plan and reports.
  - Secretarial and logistical support for UNCT Retreats to review the annual work plan and other UNCT meeting.
  - Proper control of the supporting documents for payment from the Support to the Resident Coordination (SRC) fund and other funds for UNCT activities.

<ul style="list-style-type: none"> <li>❑ Monitoring of the RC funds expenditures and preparation of reports for UNCT. Preparation of required budget revisions.</li> </ul>
<p>3. Provides support to <b>effective advocacy of UN activities</b> in close consultation with UNIC and the information / communication focal points of the UN system focusing on the achievement of the following results:</p> <ul style="list-style-type: none"> <li>❑ Maintenance of information on RC system activities. Establishment and maintenance of the UN website.</li> <li>❑ Preparation of public information materials as requested.</li> </ul>
<p>4. Provides support to the implementation <b>of the resource mobilization strategy</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>❑ Analysis of information on donors, preparation of donor's profile and database, maintenance of the database, establishment of contacts with donor counterparts.</li> <li>❑ Track and reporting on mobilized resources for UNDAF implementation.</li> <li>❑ Maintenance of database of agencies with field representation</li> <li>❑ Provision on technical and logistical advice/ support to mission of agencies without field representation.</li> </ul>
<p>5. Ensures <b>facilitation of knowledge building and management</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>❑ Synthesis of best practices and lessons learnt on coordination.</li> <li>❑ Sound contributions to knowledge networks and communities of practice.</li> <li>❑ Organization of trainings to UN staff on coordination issues.</li> </ul>

<p><b>IV. Impact of Results</b></p>
<p>The key results have an impact on the overall UN programmes efficiency. Accurate analysis and presentation of information strengthens the capacity of the UN Coordination Unit. The information provided facilitates decision making of the management.</p>

<p><b>V. Competencies and Critical Success Factors</b></p>
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**Corporate Competencies:**

- Demonstrates commitment to UN mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies:**Knowledge Management and Learning

- Shares knowledge and experience from within and outside the UN Country Team.
- Encourages UN staff to share knowledge
- Develops substantive knowledge in CCA, UNDAF, UN System reform and MDGs

Development and Operational Effectiveness

- Ability to perform a broad range of specialized activities of the UN Coordination Unit including support to implementation of UNDAF, managing data, design of databases on CCA/UNDAF, reporting
- Ability to provide input to business processes re-engineering, implementation of new systems

Leadership and Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- 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:	Secondary Education. University Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field would be desirable, but it is not a requirement.
Experience:	5 to 7 years of progressively responsible administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database 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 *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name

Signature

Date