



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title: **Program Specialist-Swaziland**
Pre-classified Grade: ICS-10 (NOC)
Supervisor: DRR

II. Organizational Context

Under the guidance of the Deputy Resident Representative, the Senior Program Specialist acts as a manager of and advisor to Senior Management on all aspects of CO programme. The main role is to manage the country programme including continued monitoring of implementation. The incumbent leads the programme team in strategic planning and identifies new programme areas while ensuring consistency with UNDAF/ CPD priorities, national priorities and creative responses to emerging challenges and opportunities.

The incumbent heads the Program team and works in close collaboration with the Operations team in the CO, programme staff in other UN Agencies, 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.

III. Functions / Key Results Expected

Summary of Key Functions:

- Ensuring the strategic direction of UNDP programme
- Management of the CO programme and supervision of the Programme team
- Strategic partnerships and support to resource mobilization
- Provision of top quality policy advice services to the Government and facilitation of knowledge building and management

1. As a member of the CO management team, ensures **the strategic direction of UNDP programme** focusing on achievement of the following results:

- Thorough analysis of the political, social and economic situation in the country and collaborative preparation/revision of CCA, UNDAF, CPD, CPAP and other documents.
- Identification of strategic and innovative programme areas of cooperation.
- Operationalization of UNDAF/ CPD in collaboration with the main partners and other UN Agencies.

<ul style="list-style-type: none"> ❑ Analysis and presentation of UNDP policies and their implementation in the CO. ❑ CO business processes mapping and establishment of internal Standard Operating Procedures in Results Management, control of the workflows in the Programme Units.
<p>2. Ensures effective management of the CO programme and supervision of the Programme team focusing on quality control of the full cycle of programming from formulation to implementation achieving the following results:</p> <ul style="list-style-type: none"> ❑ Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results. ❑ Strategic oversight of planning, budgeting, implementing and monitoring of the programme, tracking use of financial resources in accordance with UNDP rules and regulations. ARR (P) performs the function of Manager Level 2 in Atlas for development projects transactions approval. ❑ Effective monitoring, measuring the impact of the CO programme and evaluation. Constant monitoring and analysis of the programme environment, timely readjustment of programme. ❑ Organization of cost-recovery system for the services provided by the CO to projects in close collaboration with Operations Manager.
<p>3. Establishes and maintains strategic partnerships and supports the resource mobilization <i>focusing</i> on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Development and implementation of the CO partnerships and resources mobilization strategies to achieve programme outcomes. ❑ Creation and coordination of partnerships with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society etc. ❑ Determination of programmatic areas of cooperation, based on strategic goals of UNDP, country needs and donors' priorities. ❑ Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for cost sharing.
<p>4. Ensures provision of top quality policy advice services to the Government and facilitation of knowledge building and management focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learned directly linked to programme country policy goals. ❑ Development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners. ❑ Sound contributions to knowledge networks and communities of practice. ❑ Organization of trainings for the operations/ projects staff on programme.

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, providing policy advice to Government in key strategic areas, creation of strategic partnerships as well as reaching resource mobilization targets.

V. Competencies

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
- 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

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 *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Name	Signature	Date
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