

We are pleased to announce the following vacancy:

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**JOB ID NO.:** 1423

**CLOSING DATE:** 19 September 2009

**POST TITLE:** Programme Technical Adviser (Population and Development)

**CATEGORY:** ICS-12 \*

**POST NUMBER:** New

**POST TYPE:** Non-Rotational

**DUTY STATION:** New York

**DURATION:** 1 year fixed-term initially

**ORGANIZATIONAL UNIT:** Eastern Europe and Central Asia- Regional Office

**ORGANIZATIONAL SETTING:**

The Technical Adviser post is located in the Regional Office and is under the overall supervision of, and reports directly to the Regional Director. S/he is the principal adviser at the regional level for integrated technical and programme advice in population and development. The Technical Adviser works in an integrated manner with the technical and programme staff in the Regional Office (RO) and Sub Regional Office (SRO).

**DUTIES AND RESPONSIBILITIES:**

**Strategic technical development, monitoring and oversight**

- Provide technical and related programme leadership, management advice and strategic support and guidance to the region, in the area of expertise, including for emergency preparedness, humanitarian assistance, recovery and transition in collaboration with technical and programme staff in the RO and SRO;
- Identify and provide analytical based advice, in the substantive area, on UNFPA's comparative substantive role and specific contribution in the changing development agenda, and participate in policy dialogue;
- Contribute to the development and implementation of an integrated strategy for the delivery of technical assistance and programme support in the region;
- In the area of expertise, manage substantial inputs and provide support to implementation

- Identify and analyze trends, threats and risks in the thematic area of work that may affect the ICPD agenda and UNFPA's work within the region;
- Scan the environment in the region to identify tendencies in the area of expertise, and ensure that they are appropriately addressed at the regional and/or sub-regional levels;
- Identify requirements for and contribute to the development of new or updated policies, positioning, frameworks, guidance, standards, instruments and tools;
- Participate in the UNFPA technical network in the substantive area, maintaining communication and feedback loops on all substantive work; and
- Coach and manage junior professional staff and associates, direct expert consultants and facilitate working groups and task teams.

### **Quality control of technical support and capacity development**

- Advise the SRO and Country Offices (COs) on the implementation and proper application of UNFPA policies, strategies, guidelines and tools on substantive matters in the region, ensuring consistency and coherence in addressing priorities for UNFPA;
- Ensure that state-of-the-art thinking and research is integrated within the work of the sub-regional offices and partnership networks;
- Review products of technical support at key stages of UNFPA, UN, and national development planning exercises, including advice director on clearance for final draft CPDs;
- Analyze technical and programmatic and substantive reports from the field and recommend required follow-up actions;
- Organize or contribute to regional and inter-country training activities in the substantive area for capacity development of SROs/COs/national/regional counterparts;
- Support the regional adaptation of training materials, manuals and tools in the substantive area and ensure their availability and promote their use for capacity development;
- Contribute to the development and implementation of a regional integrated technical delivery strategy to strengthen capacities in the region, and guide the management of this system;
- Support the development of (sub) regional institutional capacities for delivering high-quality technical support in select areas of UNFPA's mandate;
- Monitor the quality of the technical support received at the country level, in the area of expertise, for effective policy dialogue and programming;
- Initiate, develop, strengthen and monitor substantive and intellectual regional partnerships in the substantive area, including for South-South technical support to countries and for the implementation of the regional programme;
- Contribute to providing guidance to SROs/COs to include South-South cooperation in the development of Country Programmes; and
- Liaise with respective counterparts in Technical Division (TD) and Programme Division (PD) to identify opportunities for South-South cooperation in the region and with other regions.

### **Evidence and knowledge development and dissemination**

- Collect, analyze and synthesize information/data and experience on programme priorities to be used in regional and global advocacy;
- Lead the analysis and synthesis of substantive trends, emerging needs and research findings in the region in order to produce new, cutting edge technical knowledge;
- Prepare white papers, briefing and materials for evidence-based policy dialogues at regional level, provide similar support at the request of country offices;
- Disseminate and promote the use of state-of-the-art technical knowledge, evidence, lessons learned, and success stories and ensure their use to improve the effectiveness of UNFPA operations.
- Monitor and analyze reports on humanitarian, economic, political and social factors in development and management of population and development programmes;
- Collect, analyze and synthesize information/data and experience on programme priorities to be used in regional and global advocacy and for resource mobilization;
- Contribute to the advocacy efforts to advance the ICPD agenda and the attainment of MDG targets and indicators at the regional level; and
- Contribute evidence-based and knowledge sharing in the area of work, and regional experiences of working with UN-wide frameworks and instruments related to the new aid environment.

### **Management and coordination of knowledge networks**

- Coordinate overall provision of technical support to the COs in the region in the area of technical expertise;
- Develop and co-ordinate the substantive elements of partnerships and collaboration in the area of responsibility, with other UN agencies, including in the context of the UNDG, particularly with the regional technical arms of these agencies, as well as with regional institutions;
- Identify sources of technical knowledge among institutions and consultants; and
- Establish and maintain relationships with institutions in the region.

### **Technical representation**

- Represent UNFPA on substantive issues in the region and elaborate UNFPA's substantive regional and global perspectives in the area of expertise;
- Participate in policy dialogue, and advocate for substantive issues in international, inter-governmental, U.N., and other policy and technical meetings and fora;
- Collaborate on substantive issues with UN agencies, academia, research and training institutions, think tanks, centers of excellence, professional societies in the region; and
- Act as focal point for inter-agency working groups in the substantive area.

**Carry out any other duties as may be requested by the Office of the Regional Director.**

### **CORE COMPETENCIES:**

## **FUNCTIONAL COMPETENCIES:**

- Developing and implementing conceptually innovative approaches to the provision of technical expertise - conceptual innovation;
- Leveraging the resources of national governments and partners, and building strategic alliances and partnerships - building strategic partnerships;
- Job knowledge / technical expertise - expert knowledge of own discipline;
- Adaptation and application of knowledge / innovations in different contexts;
- Integration in a multidisciplinary environment.

## **QUALIFICATIONS:**

- Post-graduate University Degree or equivalent (preferably Ph. D.) in demography, statistics, population studies, economics, or other field directly related to the substantive area identified in the title of the post.
- 10 years of increasingly responsible professional experience in the substantive area, of which seven years at the international level;
- Population Research, Census DHS and civil registration experience is essential
- Experience of linkages between population and poverty, an asset
- Experience in population related policy development, an asset
- Understanding of Direct Budget Support, an asset
- Experience of PRSPs and MTEF analysis, an asset
- Understanding of Human Rights dimensions of Population and Development, an asset
- Demonstrated expertise in the substantive area of work; and programme experience;
- Strong track record of technical leadership, and proven ability to produce demonstrable results;
- Strong verbal and written communications skills in English and/or in the relevant language in the region;
- Demonstrated ability to network within the academic and development community;
- Familiarity with management and monitoring tools is desirable;
- Familiarity with ICT/ERP is an asset;
- Field experience is strongly desirable.
- Languages: Fluency in English is required. Working knowledge of Russian is strongly desired. Knowledge of other languages spoken in the region is an asset.

**UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.**

**We offer an attractive remuneration package commensurate with the level of the position.**

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at [http://www.unfpa.org/employment/application\\_guide.doc](http://www.unfpa.org/employment/application_guide.doc).

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

\* This is a project-funded post.