



<b>Job title:</b>	<b>Head of Office</b>
<b>Level:</b>	<b>NOD</b>
<b>Position Number:</b>	<b>00004272</b>
<b>Location:</b>	<b>Ashgabat, Turkmenistan</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### **The Position:**

The Head of Office leads a country team in implementing the Government-UNFPA country programme of cooperation. Reporting to a non-resident Country Director based in Kazakhstan, who provides overall vision and strategic guidance, the Head of Office ensures transformative and relevant results in realizing ICPD PoA and contributing to Agenda 2030 and Sustainable Development Goals (SDGs).

Additionally, as a member of the UN Country Team (UNCT), the Head of Office has mutual accountability with the Resident Coordinator (RC) on contributions and support for the implementation of the United Nations Sustainable Development Cooperation Framework (UNSDCF) and other inter-agency agreements of the UNCT.

### **How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

The Head of Office is a principled leader with high ethical standards, who promotes and defends human rights in line with international norms and standards.

### **Job Purpose:**

The Head of Office is responsible for the day-to-day management and coordination of UNFPA activities, and acts under delegated authority from the non-resident Country Director who maintains an overall accountability for the achievement of UNFPA strategic results in the country.

S/he actively supports the RC/UNCT and strategically positions UNFPA's work within the context of the UNSDCF development and implementation, which should inform the UNCT activities and composition, and the specific focus of UNFPA country programme.

S/he is responsible for establishing a dialogue, promoting partnerships and strategic alliances with counterparts in government, UN system, multi/bilateral agencies, civil society, private-sector and other stakeholders in the country to develop and implement programmes that respond to national priorities and efforts to advance the ICPD Programme of Action and in support of the SDGs achievement.

The Head of Office manages a team of technical, programme and operations personnel supporting country programme implementation, managing and leveraging resources for the achievement of high-quality results. S/he is accountable for ensuring a respectful, non-discriminatory, and nurturing working environment for all staff and personnel.

**You would be responsible for:**

*Programme leadership, planning and management*

- Conducting policy dialogue with Government, UN System and other development partners to incorporate UNFPA's priorities and agenda into national plans and strategies, Common Country Analysis, UNSDCF and other joint initiatives and development frameworks;
- Translating global agreements into country-specific advocacy strategies to promote the national plans. This includes creating and delivering evidence-based advocacy messages to promote UNFPA's programme goals, taking into account political and social sensitivity.
- Ensuring application of Results Based Management principles in all phases of country programme development and implementation, integrating innovative policies and strategies into the design and formulation of country programme, sub-programmes and projects.
- Identifying, providing and coordinating inputs into programme development and implementation, ensuring programme monitoring and oversight, and coordinating and evaluating the inputs of technical experts.
- Promoting knowledge sharing and continuous learning. This includes testing, evaluating and documenting innovative strategies and best practices inside and outside UNFPA and replicating and embedding these as appropriate. (ie SDG accreditation / 2030 Agenda mandatory learning objectives)
- Coordinate the development and implementation of UNFPA's preparedness actions/efforts in-country
- Leadresource mobilization efforts by identifying potential donors, preparing proposals including outlining co-financing resources for support to the country programme, and supporting the government and other agencies in coordinating assistance for programmes.

*External relationships and resource mobilization*

- Representing UNFPA at technical level meetings and high-level meetings under delegated authority from UNFPA non-resident Country Director and in consultation with the UN RC;
- Managing strategic partnerships with key national and international in-country stakeholders in advancing the ICPD Agenda and UNFPA's mandate
- Leading resource mobilization efforts by identifying potential donors, preparing proposals including outlining co-financing resources for support to the country programme, and supporting the government and other agencies in coordinating assistance for programmes.

*Support to the Resident Coordinator and UN Country Team*

- Actively supporting the RC within the context of the UNSDCF results framework, including in policy and technical support as appropriate and within available means to achieve agreed UNCT results.
- Ensuring that the ICPD Agenda and UNFPA's transformative results are fully considered and integrated in the UNSDCF development planning and agenda/priority setting for the

- achievement of the SDGs;
- Representing UNFPA at UNCT and Security Management Team (SMT) in accordance with the UNCT working arrangements, unless non-resident Country Director is in-country.
- Participating in the Common Country Assessment and UNSDCF planning, budgeting, implementation, monitoring, reporting and evaluation, including through chairing/co-chairing the UNSDCF and other inter-agency results/theme groups at the country level.
- Supporting the RC in coordinated resource mobilization efforts for joint UN efforts.
- Participating in RC and UNCT members' performance appraisal.

#### *Leading and managing the country team*

- Under the overall guidance of the non-resident Country Director, managing country team staff; foster motivation, empowerment, learning and career management. Attract and retain the highest calibre of staff for the Country Office
- Setting standards of performance, and assign responsibilities for achieving results according to the Country Office Strategic Information System
- Managing resources entrusted to you through delegation of authority, to ensure effective achievement of results, maximum value for money, and achievement of efficiencies in programme and operations delivery
- Ensuring that the Country Office complies with UNFPA policies and procedures, corporate requirements and audit recommendations, including related financial and programme monitoring systems
- Ensuring the safety, security and of UN Security Management System (UNSMS) and UNFPA Security Accountability Policies and procedures.
- Ensuring a work environment free from harassment, sexual harassment and abuse of authority.
- Ensure that all programme beneficiaries are protected against sexual abuse and exploitation committed by any actor affiliated with UNFPA in any way, and that they are informed of reporting mechanisms for sexual abuse and exploitation. Ensuring timely and appropriate action is taken in response to any such reports, in line with corporate requirements and standards.
- Actively participate in Security Management Team (SMT) meetings, ensure UNFPA's safety and security concerns are adequately addressed in local security management system.
- Ensure the safety and security of personnel and their eligible dependents in compliance with established UNSMS and UNFPA security policies and processes.
- Ensure that the CO has a functional Business Continuity Plan (BCP)
- Ensuring the effective daily functioning of the Country Office.

### **Qualifications and Experience**

#### **Education:**

Advance University Degree or equivalent Master's Degree in one or more of the following disciplines: Public Health, Medicine, Sociology, Demography, Gender Studies, International Relations, International Development, Economics, Public Administration, Management or other related field.

#### **Knowledge and Experience:**

- 7 years of progressively responsible professional experience in the field of international development, preferably in the area of Population and/or Reproductive Health, HIV, Gender Equality and Youth including programme design, and management.
- Demonstrated ability to refine programme design to ensure alignment of organizational programme objectives to national priorities/capacities.
- Proven ability to lead and manage teams to achieve demonstrable results.

- Excellent written and oral communication skills to represent the organization and foster high-level strategic partnerships.
- Experience in high-level advocacy and policy dialogue, as well as, Resource Mobilization and Partnership development
- Ability to effectively influence partners to engage with UNFPA’s mandate.
- Interest in leading change in achieving national results towards the ICPD PoA and the Sustainable Development Goals.

**Languages:**

Fluency in English, Russian and Turkmen is required.

**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Business acumen</li> <li>• Implementing management systems</li> <li>• Innovation and marketing of new approaches</li> <li>• Client orientation</li> <li>• Organizational awareness</li> <li>• Advocacy / Advancing a policy-orientated agenda</li> <li>• Leveraging the resources of national governments and partners / building strategic alliances and partnerships</li> <li>• Delivering results based programmes</li> <li>• Internal and external communication and advocacy for results mobilisation</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul> <p><b>Managerial Competencies:</b></p> <ul style="list-style-type: none"> <li>• Providing strategic focus,</li> <li>• Engaging in internal/external partners and stakeholders,</li> <li>• Leading, developing and empowering people, creating a culture of performance</li> <li>• Making decisions and exercising judgment</li> </ul> <p><b>Ideal UN Leadership Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Norm-based - grounded in UN norms and standards</li> <li>• Principled - defends norms and standards without discrimination, fear or favour</li> <li>• Inclusive of all personnel and stakeholders</li> <li>• Accountable</li> <li>• Multi-dimensional</li> <li>• Transformational</li> <li>• Collaborative</li> <li>• Self-applied - modelled in our own behaviour</li> </ul>	



### **UNFPA Work Environment**

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from minority communities, minority ethnic groups, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - [click here to learn more](#).

### **Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary, health insurance, pension

### **Disclaimer**

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fees in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>