Assistant Representative

Job title:	**Assistant Representative**
Level:	**NO-C**
Position Number:	
Location:	**Turkmenistan, Ashgabat**
	Full-Time
Fixed term/Temporary:	**Fixed Term**
Rotational/Non Rotational:	**Non-Rotational**
Duration:	**One year (renewable)**

The Position:

The Assistant Representative, in Coordination with the Country Director, designs, develops, and manages an innovative and responsive country programme. You will lead the programme team, inspiring it to translate the regional and country goals into tangible solutions and results.

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 new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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.

Job Purpose:

You will contribute to the management of UNFPA programme activities in the areas of population and development, reproductive health and gender. Working to advance the ICPD policy agenda in a politically sensitive environment, you will respond to changing priorities of Governments. Promoting partnership and strategic alliances with counterparts in government, multi-lateral and bilateral agencies and civil society will be key to your role. You will coordinate a team of technical, programme and operations personnelto achieve programme results and contribute to UN systems coordination through participation in UN country team and security meetings, policy dialogue and provision of inputs into joint common system initiatives.

Reporting to the UNFPA Country Director, you will act on their behalf as required.

You would be responsible for:

- Conducting policy dialogue with Government, UN and other development partners to incorporate UNFPA's priorities and agenda into national plans and strategies, and UN systems, initiatives and development frameworks.

- Translating global strategies into country-specific advocacy strategies. This includes creating and delivering evidence-based advocacy messages to promote UNFPA's programme goals, taking into account political and social sensitivities.

- Promoting a results-based approach, integrating innovative policies and strategies into the design and formulation of country programmes, sub-programmes and projects. You will ensure programmes are responsive to the country's needs in areas of UNFPA's strategic priorities.

- Facilitating the achievement of programme results by identifying, providing and coordinating inputs into programme development and implementation, ensuring programme monitoring and oversight, and coordinating and evaluating the inputs of consultants and technical experts.

- Promoting knowledge sharing and continuous learning including testing, evaluating and documenting innovative strategies and best practices internal and external to UNFPA, and integrating these as appropriate.

- Lead resource mobilisation 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.

Qualifications and Experience:

Education:

Advanced degree in Public Health, Medicine, Sociology, Demography, Gender, International Relations, International Development, Economics, Public Administration, Management or other related discipline.

Knowledge and Experience:

- 5 years of progressively responsible professional experience in the field of development and population activities, including programme designing, appraisal and management.
- Demonstrated ability to refine programme design to ensure alignment of organisational programme objectives to national priorities/capacities.
- Proven ability to lead and manage teams to achieve demonstrable results.
- Excellent written and oral communication skills to foster engaged partnerships at a high level of representation and to maintain political partnerships.

Languages:

Fluency in English and Russian; knowledge of Turkmen is highly desirable.

Required Competencies:

Values: • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change	**Functional Competencies:** • Advocacy / Advancing a policy-orientated agenda • Leveraging the resources of national governments and partners / building strategic alliances and partnerships • Delivering results based programmes • Internal and external communication and advocacy for results mobilisation
Core Competencies: • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact	**MANAGERIAL COMPETENCIES:** • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary, health insurance, pension and other benefits as applicable.

Disclaimer:

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In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.