



Title of Position

Job Title:	Assistant Representative - P&D
Level:	NO-D
Position Number:	00005809
Location:	Kigali, Rwanda
Full/Part time:	Full time
Fixed term/Temporary:	Fixed term
Rotational/Non-Rotational:	Non-rotational
Duration:	1 Year Renewable¹

The Position:

The post is located in the Rwanda Country office and reports to the UNFPA Deputy Representative. The Assistant Representative provides high-level advisory support and leverage access to senior government and national officials to facilitate the work of the Country Representative. In addition, supports the formulation and delivery of the country programme in the area of Population and Development (P&D) and coordinates knowledge management and UNFPA's programme of support in the area of population and data. More specifically s/he advises the Representative on the national development policies in the relevant sector, helps ensure UNFPA's priorities are well taken care of during sector policy discussions with the Government and the development partners while also leading the Evidence, Knowledge Management and Innovation Unit (EKI) The incumbent ensures strategic advocacy and policy advice at the highest levels for the assigned areas.

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S/he acts as the Officer-in-Charge in the absence of the Representative and Deputy Representative, and S/he is a member of the senior management team of the Country Office.

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 (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.

¹ No Expectancy of renewal in accordance with UN Staff Regulation 4.5



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:

UNFPA Rwanda has been supporting the Government of Rwanda to deliver on the ICPD Agenda and the Sustainable Development Goals (SDGs) within national development frameworks and the UN Delivering as One (DaO) context. In line with its Country Programme, UNFPA works to ensure that sexual and reproductive health and reproductive rights (SRHR), gender equality, youth empowerment and population and data are central to national initiatives to promote social economic development.

The Assistant Representative will report to the UNFPA Deputy Representative with a dotted line to the UNFPA Representative. S/he supports the delivery of the country programme with a focus on the population and development portfolio and under the guidance of the Deputy Representative and Head of Programme. S/he analyses and assesses relevant political, social and economic trends; and provides substantive inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. S/he facilitates the work of consultants, technical advisers and experts and promotes partnership, synergy and strategic alliances with counterparts in government, multilateral and bilateral agencies and civil society. S/he contributes to UN systems coordination through participation in policy dialogue and provision of inputs into joint common system initiatives.

Main Responsibilities/Expected Results:

- Under the guidance of the Country Representative leverage to have access to senior government and national officials to prompt and advocate for the International Conference on Population and Development (ICPD) in Rwanda
- Analyse and interpret the political and socio- economic environment relevant to population and development, reproductive health and gender and identify opportunities for UNFPA assistance and intervention.
- Keep abreast of new policy developments and strategies, Analyse policy papers, strategy documents, national plans and development frameworks and advise the Representative including preparing briefs and inputs for policy dialogue, technical assistance coordination and development frameworks.
- Under the guidance of the Deputy Representative, contribute substantially to the implementation of UNFPA activities in line with the national priorities and in accordance with the UNFPA's Strategic Plan, programme policies and procedures while taking into account political, social and cultural sensitivities.
- In the area of Population and Development and under the domain of the EKI unit, S/he ensures results-oriented programme delivery, including monitoring of budget and expenditure, and timely and efficient delivery of programmes by working closely with colleagues and implementing partners.
- In the area of Population and Development and under the domain of the EKI unit, S/he analyses and reports on achievement of programme and project results, proactively measuring substantive progress and effective utilization of financial and human project



resources using appropriate monitoring and measuring mechanisms and tools. Support coordination of programme and project implementation, orientation of executing agencies and project personnel, and introduction of effective modalities and practices of implementation.

- S/He contributes to One UN relevant Working Groups as well as in Health sector sub-thematic groups when required under the guidance of the Deputy Representative and in collaboration with other colleagues.
- Contribute to the resource mobilization strategy by analyzing information on potential donors, preparing substantive briefs and project proposals in line with donor priorities, creating feedback mechanisms and providing information on progress of donor funded projects.
- Establish collaborative relationships with executing agencies, government counterparts and other UN agencies facilitating timely and efficient delivery of the country programme in the context of the delivering as one in Rwanda, and addressing training needs of national counterparts.
- Work with the government to identify technical assistance requirements in the areas related to population and data and advise on interventions to meet these needs; and provide substantive inputs to facilitate policy dialogue and advocacy around the issues and their incorporation into national, district and sectoral plans and strategies, UN System initiatives, and development frameworks.
- Create and document knowledge on current and emerging population development trends, RH and gender issues, by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.
- Advise management on the policy dialogue needed for the preparation and revision of national and local level plans of actions ensuring that UNFPA's priorities are taken into account in National Development Plans and Sector Plans through active participation and leadership in relevant working groups with Government and Development Partners
- Represents the CO Representative, the Deputy Representative in the Office as requested.
- Undertake any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:

Masters' degree in population and demography, statistics, economics or related discipline.

Knowledge and Experience:

- At least 7 years of progressively responsible professional experience in the field of development and population activities, with direct experience relating to population and data.
- Substantive experience and increasing responsibilities in programme designing, appraising and management with demonstrated ability to refine programme design to ensure alignment of organizational programme objectives to national priorities/capacities.



- Working experience in design of functional M & E system, conversant with the principles of Results Based Management M&E.
- Experience in development of policies, ability to negotiate and coordinate with all relevant sectors of government, international agencies and civil society organizations.
- 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 partnerships.

Languages:

Fluency in English; knowledge of other official UN languages, preferably French is desirable.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Advocacy/ Advancing a policy-oriented agenda. • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships • Delivering results-based programme • Internal and external communication and advocacy for results mobilization
<p>Core Competencies:</p> <ul style="list-style-type: none"> • 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 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus • Engaging internal/ external partners and stakeholders • Leading, developing and empowering people/ creating a culture of performance. • Making decisions and exercising judgment on Internal and external communication and advocacy for results mobilization

Compensation and Benefits

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

Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

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.

