Head of Office

Job title: Head of Office
Level: NOD
Position Number: 00015659
Location: Montevideo, Uruguay
Full/Part time: Full-Time
Fixed term/Temporary: Fixed term
Rotational/Non Rotational: Non-Rotational
Duration: One year renewable (*)
[*] No expectancy of renewal in accordance with UN Staff Regulations

The Position:
The Head of Office post is located in the Montevideo, Uruguay Country Office and is responsible for UNFPA policy, programme development and implementation, finance, staff and office administration in the Country Office. Head of Office leads and motivates the UNFPA team in the development of innovative, relevant approaches for engagement on issues related to population and development, sexual and reproductive health and gender. The Head of Office also fulfills representation role under the guidance of the Country Director.

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:
Why does the job exist?
The Uruguay Head of Office plays a leading role in promoting the goals of the Country Office programme at the national level and ensuring the integration of issues of reproductive health in the broader development agenda. Through empathetic engagement with national counterparts, effective advocacy on issues of population and development, sexual and reproductive health, and gender, and the presentation of valuable, well managed programmes, the Head of Office leads the Country Office by projecting a credible programme and validating both the mandate of UNFPA and its ability to deliver high quality services.
You would be responsible for:

A. Strategic Direction, Planning and Management

- Support the Country Director in leading the positioning of UNFPA on strategic and substantive issues in the country on the basis of global and regional policies and strategies;
- Lead and direct the process of scanning the environment on country level issues and analyse the implications for the work of UNFPA and the Country Office;
- Identify and promote UNFPA’s comparative substantive role and specific contribution in the national development environment and agenda, and in the changing aid environment;
- Support the Country Director in driving the overall vision, direction and management for the work of UNFPA in the country;
- Establish priorities for the work of the Country Office in line with UNFPA priorities and substantive global, regional and country level priorities;
- Establish processes to ensure that policies and procedures, programming tools and mechanisms, and sound business practices are incorporated into the Country Office operations;
- Establish processes to ensure that knowledge gained is incorporated into the UNFPA knowledge sharing mechanism is available for use in country and regional operations; and
- Build institutional relationships with government counterparts, civil society, the UN community, and other international organizations that gain support and drive action for UNFPA mandate.

B. Programme Leadership and Representation Support

- Act as the principal adviser on country level issues to the Country Director and senior management of UNFPA;
- Act as senior advisor for the promotion of the Country Office’s capacity for effective delivery, including on the development of local and regional policies, positioning, strategies, and plans;
- Provide leadership in the substantive development and execution of the organization’s country level policy dialogue and country programme, assessing and addressing implications of national trends on UNFPA’s work in the country;
- Direct the process of developing strategies and plans for the implementation of the Country Programme, including for the delivery of technical assistance for capacity development and for humanitarian and emergency situations; and guide the implementation of these strategies and plans;
- Represent UNFPA at the country level and provide its perspective in high level national, UN, and other initiatives and events;
- Represent UNFPA within the United Nations Country Team, promoting effective coordination on development issues with integration of population and development, and sexual and reproductive health issues in the larger development agenda;
• Engage national counterparts through effective advocacy on UNFPA agenda, build support for programme objectives and validate UNFPA as effective partner; and creates awareness of the critical role of ICPD issues in the overall development agenda, and the achievement of the SDGs;

• Actively promote and support participation of civil society and private sector in development processes at national and sub-national levels;

• Target local initiatives that promote relevance and greatest impact in issues of population and development and sexual and reproductive health at the community level;

• Support the Resident Coordinator (RC) system and act as an active member of the UNCT promoting inter-agency coordination and consultative processes;

• Proactively contribute to and promote the UN reform process within the country UNCT context; and

• Initiate opportunities for South to South collaboration, especially for programme and technical support to countries in the region.

C. Programme Oversight and Coordination

• Oversee implementation of the country programme, ensuring that it reflects country priorities;

• Ensure the application of results-based management and quality assurance frameworks and procedures for the work of the Country Office;

• Ensure the application of financial and substantive monitoring processes, and the evaluation of the country programme;

• Establish processes for the incorporation of evaluation results in the work of the country office;

• Promote and support national execution modalities through appropriate UN, sectoral or direct budget support modalities, based on a risk based approach;

• Establish processes to ensure the Country Office complies with Audit recommendations; and

• Ensure UNFPA accountability for UNDAF results.

• Temporary supervision of Argentina Country Office.

D. Management of Resources

• Assume overall accountability for the management and work of the Country Office;

• Support the proposal of annual allocations for the country programme, and ensure the efficient and effective use of such resources in compliance with UNFPA financial rules, regulations, and procedures;

• Promote the formulation and implementation of a resource mobilization strategy for the country;

• Oversee staff accountability, learning and career management within the office;

• Communicate standards of performance, and assign responsibilities for achieving results according to the Country Office OMP and the PAD system;
• Uphold standards for the recruitment and selection of the highest quality of staff for the Country Office;
• Establish and maintain a harmonious working environment; seek to strengthen team-building by encouraging active participation and interaction at all levels; foster staff motivation, development and empowerment; and lead by example;
• Ensure an ethics-based approach to management of all human and financial resources.

Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience

Education:
• Post-graduate university degree in one or more of the following disciplines: Public Health, Medicine, Sociology, Demography, Gender, International Relations, International Development, Economics, Public Administration, Management or other related field

Knowledge and Experience:
• 10 years of increasingly responsible professional experience in public administration and international development of which at least 8 years in the field of sexual and reproductive health, gender, or population and development;
• Job knowledge and technical expertise: up-to-date knowledge of issues of population and development, sexual and reproductive health, and gender, and their place in the development agenda
• Proven ability to lead and manage teams to achieve demonstrable results;
• Excellent verbal and written communication skills; and
• Strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.

Languages:
• Fluency in English and Spanish; knowledge of other official UN languages, preferably French, is desirable.

Required Competencies

Values:
• Exemplifying integrity,
• Demonstrating commitment to UNFPA and the UN system,
• Embracing cultural diversity,
• Embracing change

Functional 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.

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

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

Disclaimer

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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.