



**United Nations**  
*Joint Programme on Enhancing Inter-Ethnic Community Dialogue and Collaboration*

### I. Position Information

Job Code Title: **UN Joint Programme "Coordination & Monitoring Officer"**  
Post Level: SC 10  
Supervisor: Programme Management Committee/UN Resident Coordinator  
Duration of the initial contract: 1 year  
Duration of the project: 3 years

### II. Organizational Context and Background

#### Organizational Context

In December 2006, UNDP and the Government of Spain signed a long-term agreement to establish a new fund to accelerate efforts to reach the Millennium Development Goals, and to support UN reform efforts at the country level. The Spanish Government has committed €528 million to the MDG Achievement Fund (MDG-F), to be programmed between 2007 and end-2010.

The Fund operates through the UN development system and finances, typically, collaborative UN activities that leverage the clear value-added of the UN in the sector and country concerned, particularly where the UN's collective strength is harnessed in order to address multi-dimensional development challenges. 57 countries are eligible to apply for assistance from the Fund, and the former Yugoslav Republic of Macedonia is one of them. The MDG-F ([www.undp.org/mdgf](http://www.undp.org/mdgf)) will intervene in a number of thematic areas, including economic governance, gender equality and women's empowerment, youth, private sector development, environment and climate change, culture and development, children and food security and conflict prevention and peace building.

Responding to the MDG-F Request for proposals the UN Country Team, under the leadership of Resident Coordinator, has developed a Concept Note for a programme titled: "Enhancing Inter-Ethnic Community Dialogue and Collaboration", which is foreseen to be jointly programmed and implemented by UNDP, UNICEF and UNESCO. The Joint Programme Document can be found at [http://www.undp.org.mk/datacenter/files/files07/MDGF\\_FINAL%20SIGNED%20EJPD\\_EN\\_290609.pdf](http://www.undp.org.mk/datacenter/files/files07/MDGF_FINAL%20SIGNED%20EJPD_EN_290609.pdf).

The proposed Programme aims to facilitate the establishment of a functional conflict transformation system by strengthening capacity at the local and national levels, as well as promoting a multi-cultural civic identity. It will facilitate a systemic linkage among existing responsible mechanisms at national and local levels, building conflict resolution expertise where none exist. It will enhance the capacity of central and local bodies to facilitate inclusive problem-solving processes and consensus-building around community priorities. To strengthen the commitment to an inclusive civic national identity with respect to diversity, the Programme will support the longer term role of education, and work with local leaders, civil society and the media to facilitate constructive civic dialogue that promotes inter-cultural awareness and values informing peaceful co-existence.

The three key expected outcomes of the programme are:

- 1) National systems and capacities for conflict transformation at local level enhanced

- 2) Capacity of national education system to manage cultural and ethnic diversity enhanced
- 3) Inter-cultural sensitivity and civic awareness promoted.

Following the positive review and approval of the UN Country Team's Joint Programme Proposal by the Steering Committee of the MDG-F, amount of USD 4 million has been budgeted for its implementation.

Under the supervision of the UN Resident Coordinator (with feedback from the respective Programme Managers of the 3 agencies), the UN Joint Programme Coordination & Monitoring Officer (CMO) manages all aspects of the joint programme and its monitoring and evaluation.

More specifically, the CMO is responsible for the overall management of the MDG-F UN Joint Programme, ensuring the effective coordination and coherence of the programme's activities so that the respective Agency activities are complementary and mutually supportive, in addition the CMO is responsible for the continued monitoring of the programme's implementation in line with the Joint Programme Monitoring Framework (JPMF) and Annual Work Plans. The CMO will lead the MDG-F Inter-Agency Working Group to strategically position the programme to deliver the agency outputs and identify creative responses to emerging challenges and opportunities with regard to the programme.

In addition, the manager will also form part of the Office of the Resident Coordinator (ORC) and will assist the UNCT in the monitoring and evaluation of the UN Development Assistance Framework (UNDAF) 2010-2015 and UN Annual Workplans and their respective reporting requirements. This will be done in the context of the UNDAF providing the main framework through which joint UN action in delivering the MDGs will be undertaken. This would entail the development and coordination of existing agency specific M&E capacities and resources (with special attention to Joint Programming), and working closely with the UN's UNDAF Outcome Working Groups (OWGs) to support and facilitate the M&E related aspects of the OWG's work.

The position of the CMO is funded from the MDG-Fund through the Multi-Donor Trust Fund, under the responsibility of the UNDP which is the Administrative Agent (AA) of the UN Joint Program and will therefore be operationalized and regulated according to UNDP project post management procedures. Nevertheless, the functions of the CMO are within the context of the UN Joint Programme which involves UNDP, UNESCO and UNICEF and the work of the Office of the UN Resident Coordinator. It is critically important that the managerial functions of the CMO reach equally to all participating agencies. In this context, it is expected that the CMO will liaise directly with the senior managers of UNDP, UNESCO and UNICEF and their focal points for the project to ensure delivery of each agency outputs in line with the established work plans and schedules.

The Joint Program is nationally executed by the Secretariat for the Implementation of the Ohrid Framework Agreement, through at least three different General Directorates and more departments. The CMO is expected to be the primary focal point and interface for the Joint Program with the Secretariat.

In that context, the UN Resident Coordinator is seeking a Joint Programme Coordination & Monitoring Officer for the duration of the Joint Programme (expected 3 years)

### III. Functions / Key Results Expected

#### Summary of Key Functions:

##### MDG-F UN Joint Programme Coordination (70%)

- o Ensuring the strategic direction of UN Joint Programme on Enhancing Inter-Ethnic Community Dialogue and Collaboration vis a vis national development priorities and UN agency commitments and ensuring effective coordination and complementarity with other actors;
- o Management and leadership of the MDG-F Inter-Agency Working Group;
- o Reporting to the RC and the Programme Management Committee as required on programme

- implementation including financial implementation. Ensure the timely and accurate production of mandated progress reports;
- Provision of top quality managerial support services to the UN agencies and to the Government regarding the UN Joint Programme;
- Maintaining strategic and operational partnerships to support smooth implementation;
- Liaise with the Multi-Donor Trust Fund and MDG-F Secretariat for all issues concerning the UN Joint Programme;

#### Monitoring and Evaluation (30%)

- Responsible for continued monitoring and evaluation of the MDG-F Joint Programme's implementation in line with the Joint Programme Monitoring Framework (JPMF) and Annual Work Plans
- Assists the UNCT and OWGs in coordinating the M&E of UN Joint Programmes through participating in the evaluation of joint UN projects and the regular monitoring and reporting on the progress of UNDAF and the UNCT's Annual Workplan.

#### More Specifically:

#### MDG-F UN Joint Programme Coordinator

Ensuring the strategic direction of UN Joint Programme on Enhancing Inter-Ethnic Community Dialogue and Collaboration vis a vis national development priorities and UN agency commitments and ensuring effective coordination and complementarity with other actors through maintaining strategic and operational partnerships;

- Thorough analysis of the national and local context with regards to inter-ethnic dialogue and collaboration, with a view to collaborative preparation and revision of Joint Program Inception Reports, AWP of the Joint Program and of the participating agencies and other documents;
- Identification of strategic issues impacting Joint Program implementation and flagging UN agencies to these;
- Maintaining strategic and operational partnerships to ensure effective coordination and coherence between UN participating Agencies, national partners, and other actors working in the areas being supported so as to ensure the successful and smooth implementation of the programme's objectives;
- Continuous coordination of partnerships with the UN Agencies, IFI's, government and other national institutions, bi-lateral and multi-lateral donors, private sector, civil society etc.

#### Management of the programme and supervision of the MDG-F Inter-Agency Working Group;

- Initiation of the UN Joint Program, presentation of the Joint Program to Advisory and Steering Committees defined in the joint program document, finalization of necessary UN agency financial agreements with the MDG-F Secretariat; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of Joint Program outputs through review.
- Reporting to the RC and the Programme Management Committee on programme implementation including financial implementation. Ensure the timely and accurate production of mandated progress reports;
- Financial and substantive monitoring and evaluation of the Joint Program on an output by output basis, identification of operational and financial problems, development of solutions. Participation in audit of the Joint Program in line with established procedures.
- Follow up on audit recommendations. All exceptions are timely reported.
- Effective application of Results-Based Management (RBM) tools, establishment of management targets for the Joint Program and monitoring achievement of results.
- Coordinate program implementation with each one of the participating UN Agencies.
- Strategic oversight of planning, budgeting, implementing and monitoring of the Joint Program, tracking use of financial resources in accordance with UNDP rules and regulations.
- Ensure timely and high-impact oriented communication of Program's results and achievements.

Reporting to the RC and the Programme Management Committee as required on programme implementation including financial implementation. Ensure the timely and accurate production of mandated progress reports;

- Report to the RC and PMC on programme implementation including financial implementation;
- Aggregate reports on a regular basis, on activities, outputs and outcomes, from participating UN agencies. Preparation of MDG-F donor reports.

Provision of top quality management services to the UN agencies and to the Government regarding the UN Joint Programme;

- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learned directly linked to the UN Joint Program
- Coordination of development of policies and institutions that will address the issues targeted by the UN Joint Program with the Government and other strategic partners.
- Establishment of advocacy networks at national level and linked to international networks. Relevant, high-impact advocacy campaigns are implemented with key partners.
- Sound contributions to knowledge networks and communities of practice, supported by the participating UN agencies.

#### Monitoring and Evaluation

Responsible for continued monitoring and evaluation of the MDG-F Joint Programme's implementation in line with the Joint Programme Monitoring Framework (JPMF) and Annual Work Plans

- Analysis of the Programme's data requirements and a baseline data set established as the basis for monitoring the project
- Tools, systems and procedures developed for the M&E of the Joint Programme
- Joint Programme monitored regularly and periodic reports produced
- Evaluations set up and facilitated
- Findings produced in suitable format for internal and external use

Assists the UNCT and OWGs in coordinating the M&E of UN Joint Programmes and through participating in the evaluation of joint UN projects and the regular monitoring and reporting on the progress

- Working with the respective Joint Programme Management Committees, develop common systems and procedures for the M&E of UN Joint Programmes;
- A centralized hub for M&E of UN Joint Programmes developed with a corresponding decrease in workload for the individual UN agencies;
- Act as an internal resource person on the Millenium Development Goals (MDGs) for the UNCT.

#### V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of the UN
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Coordination Effectiveness

- Ability to lead the implementation of UN programme activities, strengthening of strategic partnerships for UNDAF implementation.
- Ability to build and sustain effective partnerships with UN Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies.

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery
- Good knowledge of the Results Management
- Ability to implement new systems and affect staff behavioral/ attitudinal change

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities

Knowledge Management and Learning

- Promotes knowledge management for the Joint Program and a learning environment for the Joint Program team through leadership and personal example
- Actively works towards continuing learning and development of national partners in UN promoted principles and programming best practices
- Shares knowledge and experience from within and outside the UN Country Team.
- Encourages UN staff to share knowledge
- Develops deep understanding in UNDAF, UN System reform and MDGs

Technical Competencies (M&E):

- Design and management of evaluation processes, including with multiple stakeholders
- Survey design and implementation
- Social science research
- Project/programme/policy planning, monitoring and management.
- Understanding of human rights-based approaches to programming
- Understanding of gender considerations
- Understanding of Results Based Management (RBM) principles
- Logic modeling/logical framework analysis
- Real-time, utilization-focused, joint, summative and formative evaluation
- Quantitative and qualitative data collection and analysis
- Rapid assessment procedures
- Participatory approaches

VI. Recruitment Qualifications

Education:	<p>Master's Degree or equivalent in Political Sciences, International Relations, Development Studies, Management, Social Sciences or related field. <b>Master's Degree is a strong asset.</b></p> <p>Demonstrated academic background in conflict prevention and conflict sensitive development is an asset.</p>
Experience:	<p>7 years of relevant experience (<b>5 for candidate with MA</b>) at the national or international level in providing management services, hands-on experience, monitoring and evaluation of development projects and establishing inter-relationships among international organization and national governments preferably in the area of conflict prevention and conflict sensitive development programmes.</p> <p>Experience in the usage of computers and office software packages, experience in handling of web based management systems.</p> <p>Experience must primarily relate to senior levels of programme management or the management of complex national level M&amp;E frameworks and/or strategic plans.</p>
Language Requirements:	<p>Fluency in English and Macedonian is essential and fluency and Albanian is an asset.</p>

VII. Signatures- Job Description Certification
Incumbent
Administrative Agent
Participating UN Agency