Position Title: Representative, P-5, Dili, Timor-Leste

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world’s leading children’s rights organization would like to hear from you.

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children’s survival, protection and development. The world’s largest provider of vaccines for developing countries, UNICEF supports child health and nutrition, good water and sanitation, quality basic education for all boys and girls, and the protection of children from violence, exploitation, and AIDS. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Purpose for the job:

The Representative serves as the accredited representative of the UNICEF Executive Director in the Country and reports to the Regional Director for general direction. The Representative is responsible for establishing dialogue with the government to develop the framework of cooperation in the country and for working closely and collaboratively with the government and national institutions, stakeholders and partners, to develop the UNICEF Country Program of Cooperation in support of UNICEF’s and national and international development efforts to advance children’s rights to survival, development and well-being as established under the Convention on the Rights of the Child, international treaties/framework and UN intergovernmental bodies.

As Head of a medium size Country Office (CO), the Representative provides leadership and vision to the UNICEF country programme team in managing and leveraging resources for the achievement of results and fulfilment of the rights of children. The Representative leads and manages the various program sectors and operational service teams ensuring delivery of quality results in accordance with the UNICEF Strategic Plans, standards of performance and accountability framework, ethics and integrity.

Key function, accountabilities and related duties/tasks:

- Developing and planning the Country Program
- Leading and managing the CO
- Monitoring and quality control of the Country Program
- Representation and external relations at global/national level
- Building alliance, resource mobilization and UN System coordination
- Leading innovation, knowledge management and capacity building
- Safety and security of staff, programs and organizational assets

Minimum Requirements:

- An Advanced University Degree in social sciences, international relations, government and public relations, public or social policy, sociology, social or community development or other related fields, is required.

- A minimum of 10 years professional development experience that combines managerial and technical leadership in development cooperation at the international level, some of which served in developing countries is required. Relevant professional experience in any UN system agency or organization is an asset.

- Oral and written proficiency in English is required. Fluency in Portuguese is highly desirable. Knowledge of another official UN language or a local language is an asset.

Country Typology:

- Dili, Timor-Leste is a Family Duty Station
- Classified as “C” by the ICSC, effective 01 January 2016
- Timor-Leste is a lower-middle income country with a population of 1.167 million and a GDP per capita (incl oil) USD 2244 in 2015
- The country is heavily dependent on its significant oil resources with 90 % of total government budget coming from oil revenues, however, about 42 % cent of the population are estimated to live below the national poverty line.
- The country still faces high mortality profiles – among infants, children and mothers – and one of the highest prevalence rates of under-nutrition in the world.
- Children’s rights and issues remain at the center of national priorities highlighting the critical role of UNICEF within the UNCT and within the framework of the UN’s integrated mission
- Medium size country programme
- 43 staff
- Annual Budget Approximately USD$ 7 million.

Person Profile:

- A leader and manager who can inspire others to help government to accelerate achievement of SDGs.
- Ability to support local capacity building, and assist the country to develop and use data and evidence on children for effective planning and monitoring.
- Experience and skills to work jointly with other United Nations agencies and partners, to strengthen government’s emergency preparedness and response capacity and develop risk-reduction strategies.
- Experience in leading and managing high-level advocacy with government and other partners including in addressing sensitive issues.
- Strong entrepreneurial skills to find the best technical support for Government to strengthen capacity for achieving sustainable progress.
- Experience in innovative resource mobilization and management and in leveraging of global programme partnerships. Strong experience working with a diverse set of donors.
- Experience and skills in creating an enabling working environment by engaging and motivating staff in a challenging country context for consistent and high performance outputs.

Competencies of Successful Candidate:

Core Values

- Commitment
- Diversity and inclusion
- Integrity

SSR Competencies

- Delivering results
- Managing complexity and change
- Impact and partnership
- Innovation and risk taking
- Leading, engaging and nurturing
- Self-awareness

Applications will be considered only if accompanied by an updated Cover Letter and CV, as well as the two most recent PERs (for internal candidates) / Evaluations (for external candidates). Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.