



## UN RESIDENT COORDINATOR GENERIC JOB DESCRIPTION

### I. Post information

Post title:	<b>Resident Coordinator for Operational Activities for Development of the United Nations system</b>
Grade:	As classified [the level of the post depends on the size of UN setup, working complexity (political and development variables), programme resources and other factors]
Duty stations:	As designated

### II. Organisational context

The Resident Coordinator system (RCS) encompasses all organisations of the United Nations system (UNS) dealing with operational activities for development at country level regardless of their formal presence. The RCS facilitates the alignment of the UNS operational activities for development with national plans and priorities, to improve the effectiveness of the UNS overall contribution and coordination with other sources of development assistance.

Within the RCS, the Resident Coordinator (RC) is the leader of the United Nations country team (UNCT) and as such plays a central role at the country level in making possible the coordination of UN operational activities for development. The RC is the designated representative of – and reports to – the Secretary-General (as chairman of the Chief Executives Board/CEB) through the UNDP Administrator in his capacity as chairman of the United Nations Development Group (UNDG).

The management of the RCS is anchored in UNDP; however, it is owned by the UNS as a whole and its proper functioning is participatory, collegial, and based on consensus and mutual accountability. The RCS has agreed (through the 'Management and Accountability System of the UN development and RC System, including the "functional firewall" for the RC System', and relevant implementation plan) to a long-term vision for a Resident Coordinator who: "has an equal relationship with, and responsibility to, all UNCT member agencies"; "has all the leadership qualities required to be an excellent team leader who can represent the whole UN development system effectively"; "is empowered by clear recognition from each agency of his/her role in strategically positioning the UN in each country"; and "be supported, as required, with access to agencies' technical resources as agreed with the agencies Representatives balancing available resources with tasks to be performed". However, the RC is also the UNDP Resident Representative (RC/RR), and as such s/he remains accountable for UNDP business in accordance with the Management and Accountability System<sup>1</sup>. In addition, the RC ensures that the interests of non-resident agencies are adequately represented, especially when s/he is leading the UNCT in developing their corresponding UN Development Assistance Framework (UNDAF).

<sup>1</sup> The Management and Accountability system paper (29 August 2008), Section III outlines an agreed road map on next steps, which are further elaborated in the Implementation Plan for the Management and Accountability Framework (endorsed by the undg on 29 January 2009).



The RC is accredited by letter of the Secretary-General, usually to the Head of State or Government. The RC acts on behalf of the UNS in an impartial way, strategically positioning the UN in each country. S/he leads and coordinates all operational activities for development in the country in support of national priorities and capacity-building in the context of internationally agreed treaty obligations and development goals, including the MDGs, and places the UN centrally in development and international cooperation in the country.

All representatives of UNS organisations at the country level report to the RC on matters related to the working of the UNCT and implementation of the jointly agreed UNCT work programme derived from the UNDAF and/or the equivalent post-crisis development plan. The RC is accountable to the UNS at the global level, with inputs from the regional directors teams and designated managers from headquarters – including to the RC’s performance appraisal – through the UNDG Chair, to the CEB. The RC is also accountable for ensuring that the UNCT are kept fully informed on interactions s/he has on behalf of the UNS with the Government, donor community and other development partners.

While the primary responsibility for coordinating humanitarian assistance rests with national authorities, the RCS is responsible for supporting national efforts. If international humanitarian assistance is required and a separate Humanitarian Coordinator (HC) position is not established, the RC is accountable to the UN Emergency Relief Coordinator (ERC) for the strategic and operational coordination of the response efforts of UNCT member agencies and relevant humanitarian actors (national and international humanitarian organisations, bilateral actors), in support of national efforts. The UN ERC may choose to designate the RC as HC, in consultation with the Inter-Agency Standing Committee, if the situation so requires.

If a Special Representative of the Secretary-General is appointed, the RC/HC will normally function as Deputy Special Representative of the Secretary-General under his/her overall authority, with responsibility for the coordination of development and humanitarian assistance, including early and longer-term recovery, in the context of RC/UNCT consultative arrangements (as per the SG Guidance Note on Integration). In locations where there is no resident SRSG or Special Envoy, and in the event of a significant deterioration or evolution of the political situation in the country, the RC liaises with the Department of Political Affairs for support.

The RC will normally be appointed as the Designated Official (DO) for UN Security by the SG, unless the SG appoints a more senior UN official who is resident in the country, on the advice of UN Department of Safety and Security (DSS). In implementing this function the RC/DO reports to the Secretary-General through the Under-Secretary-General of DSS.

In locations where the UN Department of Public Information (DPI) has a UN Information Centre (UNIC) but no DPI Director, the RC will usually assume the functions of the Director of the Centre, in accordance with DPI terms of reference for RCs serving as UNIC Directors.

This RC job description is derived from the UNDG terms of reference for the RC, the UNDG guidance note on RC and UNCT working relations, the UNDG dispute resolution mechanism for UNCTs, and the ‘Management and Accountability System of the UN development and RC System, including the “functional firewall” for the RC System’ (and its corresponding implementation plan) - which all provide guidance and appropriate information. This job description acknowledges and incorporates where possible the best practices and experiences emerging from the Delivering as One pilot countries, in which local arrangements for the role of the RC may apply. It is envisaged that over time lessons will be drawn upon and incorporated into this job description from mutually agreed mechanisms (for example, the recent General Assembly Resolution A/RES/62/277 ‘System-wide coherence’).

### **III. Functions / Key results expected**



**1. Ensures effective support at the request of Government in its coordination of all types of external development assistance (including from the UNS), within the context of national development plans, UNDAF and/or other available poverty reduction frameworks**

- ❑ Supports the enhancement of Government capacity to mobilise, manage and coordinate external assistance through the UNCT operational activities for development at the country level;
- ❑ Facilitates and supports harmonisation of UNCT programming and planning (through the UNDAF) with the national development planning cycle and increased use of national systems;
- ❑ Supports the Government in engaging, and mobilising a network of strategic partnerships around national priorities, policymaking and aid coordination mechanisms;
- ❑ Promotes and supports effective dialogue and interaction between the UNCT and non-resident organisations, the Government and other stakeholders on national priorities, policymaking and aid coordination mechanisms.

**2. Ensures coordination of UNS operational activities for development, creates a platform of coordinated delivery, and promotes efforts to develop national capacities**

- ❑ Facilitates and oversees, at the request of and in close cooperation with Government, the UNCT and other stakeholders, conduct of the common country assessment (CCA), the design and implementation of the UNDAF as the main strategic framework for all or most of the UNS operational activities for development, linking UNDAF outcomes to the achievement of the priorities of the national development framework, and ensuring national capacity development and inclusion of the key principles of the CCA/UNDAF guidelines of gender equality, human rights based approaches, environmental sustainability, results based management and capacity development;
- ❑ Aligns and determines, in collaboration with the UNCT, UNDAF priorities to be implemented through UN entities according to their mandates and in line with the national development priorities;
- ❑ Leads the UNCT in strategic development of the UNDAF and specifically takes the final decision on strategic focus and allocation of resources against that focus, if consensus cannot be reached within the UNCT;
- ❑ Facilitates Government participation and ownership in preparation of the UNDAF and submits it to Government for endorsement;
- ❑ Promotes joint programming and joint programmes within the context of the UNDAF;
- ❑ Effectively manages resource mobilisation for the UNDAF (including promoting, facilitating and supporting the relationship between UNCT members and major donors in the country, as necessary), production of substantive reports and resource allocation for joint programmes and multi-donor trust funds;
- ❑ Coordinates the work of the UNCT in (a) mainstreaming human rights into operational activities for development, (b) facilitating access to knowledge and expertise on human rights available in the UNS, and (c) ensuring a coordinated UN approach, in accordance with relevant mandates and at the request of Government, to building national capacity to implement human rights and other universal UN norms and standards to which the Government committed itself;
- ❑ Ensures, in collaboration with the relevant UNCT members, that disaster risk reduction is effectively incorporated into country-level programming processes and policies;
- ❑ Leads the UNCT in preparing an annual work plan based on the UNDAF results and other joint plans and initiatives;
- ❑ Monitors implementation of the UNDAF in close cooperation with the UNCT, Government and other partners, and leads preparation of the annual results-based UNCT/RC reports and reports to Government on achievements and progress made by the UNCT;
- ❑ Responds to requests for information from NRAs on developments in the country which



may impact the mandates of those organisations;

- ❑ Ensures effective leadership of the UNCT, promotes inclusiveness, and is the primary interlocutor for the UNCT with the Head of State or Government (this arrangement does not affect the relationship of each UN fund/programme/agency country director or representative to maintain direct lines of authority and communication with senior officials as part of its mandated activities);
- ❑ Promotes the implementation of measures to ensure better coherence, efficiency and effectiveness of operational activities for development at the country level;
- ❑ Facilitates the establishment and effective functioning of thematic groups and inter-agency sector/clusters approved by the CEB, including the designation of sector/cluster leads;
- ❑ Leads UNCT discussions, where appropriate, on common premises through the possible establishment of a UN House;
- ❑ Promotes a framework for procurement of high quality, cost-effective common services (such as goods and services, logistics, communications, knowledge management system, and website);
- ❑ Liaises with the UN Secretariat, and specifically the Department of Political Affairs, for support in the event of a significant political deterioration or evolution in or affecting the country.

**3. Ensures effective advocacy of UNS values, standards, principles and activities on behalf of the UNCT with the highest level of Government**

- ❑ Advocates fundamental UN values under its Charter;
- ❑ Promotes the international development agenda in the context of internationally agreed treaty obligations and development goals, including the MDGs;
- ❑ Promotes international human rights standards and principles and advocates for human rights as a common UN value in dialogue with national actors. The RC does not undertake human rights monitoring, investigation or casework;
- ❑ Coordinates and carries out information and communication activities/events (e.g., UN days) to keep the Government and the public well informed of the UNS goals and activities both inside the country of assignment and globally;
- ❑ Communicates, in conformity with the mandates of UN system organisations, a clear sense of common purpose and direction, and builds consensus, commitment and a gender-sensitive environment among all organisations in an impartial, collegial manner. Specifically, the RC is responsible for ensuring that a network of focal points for the implementation of the provision contained in the SG's "Bulletin on special measures for protection from sexual exploitation and sexual abuse" is operational and supporting the development and implementation of a country-level action plan to address the issue.

**4. As DO, ensures effective coordination of country-level security and the safety of all UN staff and dependants, and leads the inter-agency Security Management Team**

- ❑ Is responsible for (a) ensuring that safety and security are integrated into operational planning, and (b) achieving balance between operational priorities and the safety of staff;
- ❑ Coordinates and ensures risk assessment, planning, implementation, follow-through and reporting on security matters, and taking appropriate security decisions in a timely manner.
- ❑ Establishes and maintains liaison with host Government authorities responsible for security in the country of representation on behalf of the UNS.

**5. Encourages and supports national efforts in disaster risk reduction**



- ❑ Encourages the Government and other stakeholders to increase their commitment to effectively implement the Hyogo Framework for Action, 2005-2015;
- ❑ Encourages the Government to implement preparedness measures, including national disaster risk management plans and pre-disaster recovery plans, based on a national disaster risk assessment as well as ongoing documentation of disaster issues, in close collaboration with the UNCT;
- ❑ Leads and coordinates the response preparedness efforts of UNCT members and relevant humanitarian actors in support of national efforts – including contingency planning – involving all relevant stakeholders.

**6. If international humanitarian assistance is required and a separate HC position is not established, leads and coordinates the response efforts of UN country team members and relevant humanitarian actors**

- ❑ Establishes and leads an inclusive humanitarian country team comprising UNCT members and relevant humanitarian actors;
- ❑ Leads the development of a strategic response plan for humanitarian action in-country, ensuring that cross-cutting issues (gender, age, human rights, HIV/AIDS, the environment) and activities in support of early recovery are integrated;
- ❑ Facilitates agreement among UNCT members and relevant humanitarian actors on the establishment of sectors/clusters and the designation of sector/cluster leads, and ensures that sectors/clusters function efficiently;
- ❑ Coordinates implementation of the humanitarian response plan by establishing mechanisms for inter-sector/cluster coordination, including for needs assessments, monitoring and evaluation;
- ❑ Advocates with all relevant parties, including non-state actors, for compliance with international humanitarian and human rights law;
- ❑ Leads inclusive resource mobilisation efforts (e.g., consolidated appeals, flash appeals, Central Emergency Response Fund/CERF requests), ensuring that they reflect documented priority needs;
- ❑ Oversees monitoring of and reporting on projects funded by CERF;
- ❑ Advocates with relevant actors, including Member States and regional organisations (and their military forces), UN entities, civil society, the private sector and the media, on issues of humanitarian concern;
- ❑ Ensures coherence in communications within the UNCT;
- ❑ Ensures that appropriate linkages are made between relief, recovery, transition and development activities, and promotes prevention strategies in national development plans;
- ❑ Leads and coordinates international activities in support of recovery, including early recovery, which begins in a humanitarian setting.

**IV. Competencies and critical success indicators**

Strategic Leadership with Political Acumen

- ❑ Develops an inspiring, integrated vision for the Country Team;
- ❑ Negotiates and builds consensus within the UNCT to pursue a united direction and 'speak as one' voice;
- ❑ Recognises and takes steps to manage pressure and conflict within the UNCT;
- ❑ Seeks and builds positive relationships with key Government, donor and civil society partners;
- ❑ Champions cross-agency initiatives and ventures with external partners;
- ❑ Recognizes changing circumstances and soundly assesses likely impact and outcome on key actors, UN programmes and activities;
- ❑ Responds appropriately to changing needs and circumstances, in accordance with: UN system policies, directives and capabilities; strategic objectives; appropriate consultation



- Balances own / agency priorities with UNCT priorities;
- Drives the UNCT and its work towards continuous improvement.

Interpersonal Communication

- Consistently fosters and generates open dialogue within the team;
- Actively listens and builds on the ideas, suggestions and viewpoints of others;
- Proactively shares information across the UNCT to ensure team alignment;
- Creates and promotes a supportive, collaborative and ethical working environment in which information is shared with others;
- Proactively resolves interpersonal conflicts with other team members;
- Demonstrates sensitivity to all aspects of diversity when interacting with others - including providing leadership and taking responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Maximising Country Impact

- Demonstrates knowledge of political, social and economic issues relating to the host country;
- Demonstrates how the UNCT is best placed to meet development needs through targeted projects and joint programmes;
- Manages and resolves conflicts of interest and priorities among UNCT and external stakeholders;
- Represents UN principles and mandates whilst maintaining impartial and constructive relationships with key stakeholders;
- Defines the UNCT's comparative advantage in delivering programmes in the host country;
- Generates sufficient funding opportunities to advance the work of the UN in the host country.

and personal judgement; and in liaison with appropriate UN partners.

Analytical Decision Making and Problem Solving

- Identifies problems and opportunities by conducting relevant research and analysis;
- Considers interests, capacities and comparative advantage of UN agencies when making UNCT decisions;
- Assesses the long-term impact of risks before making UNCT decisions;
- Makes decisions based on a clear understanding of the challenges and opportunities within the host country;
- Makes difficult decisions if s/he believes the decision is the right one for the UNCT;
- Thinks 'outside the box' to solve problems creatively.

Accountability, Planning and Performance

- Encourages, recognises and rewards excellent performance by the UNCT;
- Works with the Country Team to formulate clear goals and objectives for effective agency partnering;
- Assumes personal responsibility and delivers on commitments;
- Identifies appropriate measures to assess the UNCT's performance;

**V. Recruitment qualifications**

Education	At least an advanced degree in international development, public administration, or any one of the sectoral areas in which the UN is engaged (e.g. agriculture, health, etc).
Experience	At least 15 years of substantive experience and results at the international level (including five years of cumulative experience in development or humanitarian work at country level), in the



	<p>development of strategies affecting the provision of advisory services, inter-organisation and international cooperation; negotiation of partnerships; mobilisation of resources; and management and leadership of programmes in development-related areas, working with national, regional and international entities.</p> <p>Excellent knowledge of the UNS/RCS and basic knowledge of international norms and standards.</p> <p>Having passed the RC assessment process and being prepared to undertake appropriate training in areas of competency development. As DO and as required, an RC will undertake additional DSS security management training.</p>
Language requirements	<p>Fluency in English and/or French with a working knowledge of the other desirable; knowledge of other official UN languages desirable (depending on the region of assignment).</p>