



File: UNFPA CIRCULAR/RR.HH.
11 de enero 2018

CIRCULAR N°: 2/2018

A: Representantes, Directores,
Personal de Naciones Unidas
Candidatos (as) externos (as) al Sistema de Naciones Unidas

De: Rafael Cuestas
Coordinador Internacional de Programas

A handwritten signature in black ink, appearing to read 'Rafael Cuestas', is written over the 'De:' field.

Asunto: **Anuncio de Vacante: Puesto No. 00004201**

Tengo el agrado de invitar a todas las personas interesadas de dentro o fuera del Sistema de Naciones Unidas, nacionales de Cuba y que reúnan los requisitos estipulados en los Términos de Referencia que se acompañan, a presentar su candidatura para el siguiente puesto en la oficina del UNFPA en Cuba:

➤ **Representante Asistente, de la Oficina del UNFPA en Cuba. Nivel NO-D**

Las personas interesadas deberán presentar su candidatura en sobre sellado, con Referencia: **UNFPA Puesto No. 00004201**, dirigido a Rafael Cuestas, Coordinador Internacional de Programa del UNFPA, Calle 18. No. 110 entre 1ra y 3ra, Miramar, La Habana, Cuba. Dicho sobre deberá contener:

- 1- carta de motivación en inglés
- 2- planilla P.11 debidamente completada en inglés y firmada (se adjunta el formato)
- 3-CV, certificaciones académicas y otros documentos que acrediten el historial profesional del candidato (a).

La vacante estará abierta a todas las personas interesadas. Esta oficina se reserva el derecho de responder a las candidaturas que resulten de interés y cumplan los términos anunciados. La persona seleccionada será contratada bajo la modalidad *Fixed Term* de Naciones Unidas. **El período para presentar las solicitudes de interés se mantendrá abierto desde el jueves 11 de enero hasta el miércoles 31 de enero a las 16.00 hrs.**

Mucho les agradeceré su atención a esta circular.

Notas:

- No existe ninguna tarifa o cuota que deba ser pagada en ningún momento del proceso de selección
- UNFPA no solicita ni requiere información sobre VIH/Sida de sus empleados, ni tolera la discriminación sobre la base del estado seropositivo de VIH/Sida.



JOB DESCRIPTION

Official Job Title:	Assistant Representative	Duty Station: Cuba
Grade (Classified)	NO-D	
Post Number:	00004201	
Post Type:	Non-Rotational	

1. Organizational Location

The Assistant Representative is located in Country Office (CO). She/he reports to International Programme Coordinator under the overall guidance of UNFPA Representative and Country Director.

2. Job Purpose

Under the overall guidance of the UNFPA Representative Country Director (based in Mexico), and under the direct supervision of the International Programme Coordinator, the Assistant Representative designs, develops, and manages an innovative and responsive country programme. The Assistant Representative leads the programme team, inspiring it to translate the regional and country goals into specific solutions and results. The Assistant Representative substantively contributes on advancing a policy-oriented agenda, leveraging the resources of national governments, building strategic alliances and partnerships, delivering results-based programmes and developing internal and external communication. The Assistant Representative proactively support the resource mobilization strategies at country level and provides the International Programme Coordinator or UNFPA Representative Country Director (based in Mexico) with information on achievement of results in the implementation of UNFPA programmes.

3. Major Activities/Expected Results

- Conducts substantive policy dialogue with Government counterparts, UN agencies and other development partners to facilitate the incorporation of UNFPA's programme priorities and ICPD agenda into national plans and strategies, and into the UN systems initiatives and development frameworks (CCA, UNDAF, PRSPs, SWAPs, CAPs, MDG).
- Translates global strategies into country specific advocacy strategies, creates and delivers effective evidence-based advocacy messages to promote UNFPA's programme goals taking into account political and social sensitivities.
- Promotes a results based approach and integrates innovative policies and strategies into the design and formulation of country programmes, sub-programmes and projects based on strategic priorities and responsive to the countries' needs in the areas of reproductive health,

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population and development and gender.

- Facilitates the achievement of programme results by identifying, providing and coordinating substantive and technical inputs into programme development and implementation, ensuring substantive monitoring and oversight and coordinating and evaluating the inputs of consultants and technical experts.
- Promotes knowledge sharing and continuous learning, testing, linking and documenting innovative strategies, approaches, lessons learned and best practices inside and outside UNFPA and replicating these strategies and approaches. Ensures that programme staff integrate new substantive policies, methodologies and tools (RBM, gender concepts etc.).
- Mobilizes co-financing resources for support to the country programme recommending a strategic approach and encouraging Country Office action. Assists the government and other executing agencies in the coordination of assistance for population programmes.

4. **Work Relations**

The Assistant Representative advances the ICPD policy agenda in a politically sensitive environment responding to changing substantive priorities of Governments. The Assistant Representative facilitates and coordinates technical advisers and experts and promotes partnership, synergy and strategic alliances with counterparts in government, multi-lateral 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.

Internal contacts include the International Programme Coordinator, UNFPA Representative Country Director (based in Mexico), the RO's programme/technical team, other divisions/branches at HQ, and the RO, and counterparts in other country offices. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

5. **Job Requirements**

Education:

Advanced degree in Public Health, Medicine, Sociology, Demography, Gender, International Relations, International Development, External Relations/Communication, Economics, Public Administration, Management or other related field.

Knowledge and Experience:

- 10 years of progressively responsible professional experience in the field of development and population activities, including programme designing, appraising and management.
- At least 5 years of experience in advocacy and resource mobilization in areas related to UNFPA mandate.
- 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 political partnerships.

Required/Core Competencies:

- Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN system, embracing cultural diversity, and embracing change
- Core Competencies: The professional conducts aimed at achieving results, being accountable, developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, and communicating for impact.
- Managerial Competencies: Provides strategic focus; engages internal/external partners and stakeholders; leads, develops and empowers people/creating a culture of performance; makes decisions, and exercises judgment.

Functional Skill Sets:

- Organizational leadership and direction.
- Advocacy and advancing a policy oriented agenda.
- Ensuring operational effectiveness and accountability for results
- Internal and external communication and advocacy for resource mobilization.
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships
- Delivering results-based programmes.

Languages:

- Fluency in English and Spanish is required