

<b>Official Job Title:</b>	<b>Assistant Representative</b>	<b>Duty Station: El Salvador</b>
<b>Grade (Classified)</b>	<b>NO-C</b>	<b>CCOG: 1.A/1.L</b>
<b>Post Number:</b>	<b>xxx</b>	
<b>Post Type:</b>	<input type="checkbox"/> <b>Rotational</b> <input checked="" type="checkbox"/> <b>Non-Rotational</b>	
<b>Classification Authority:</b>		<b>Date: April 2014</b>

**1. Organizational Location**

The Assistant Representative is located in the El Salvador Country Office (CO) and reports to the ORGANIZATION'S Representative. S/he acts on behalf of the Representative in his/her absence.

**2. Job Purpose**

The Assistant Representative has a dual role. S/he is the primary implementer of the Country Programme as well as playing a leadership role with a programme team in the country office. The assistant Representative substantively contributes to the management of ORGANIZATION'S activities in the areas sexual and reproductive health and rights, youth and adolescents, gender equality and reproductive rights and population and development,. Acting as an analyst/advisor, the Assistant Representative proactively provides the Representative with information on achievement of results in the implementation of ORGANIZATION'S programmes.

**3. Major Activities/Expected Results**

- Creates substantive knowledge of population and development, sexual and reproductive health and rights, gender issues, adolescence and youth in the country, assesses technical assistance needs in these areas and advises on suitability of programmes and projects to meet these needs. Addresses policy issues and provides substantive inputs to facilitate evidence-based policy dialogue and incorporation of policies into national plans and strategies, and UN systems initiatives and development frameworks.
- Provides substantive leadership and inputs into the design and formulation of programmes and projects translating ORGANIZATION'S's mandate and strategic priorities into local interventions and responding to national priorities. Introduces into the project formulation process the results of programme and project reviews and evaluations, best practices, as well as innovative strategies, approaches and policies.
- Advises and reports on achievement of programme and project results, proactively measuring substantive progress and effective utilization of financial and human project resources using appropriate evaluation, monitoring and measuring mechanisms and tools. Leads programme and project implementation, guiding and orienting implementing partners

and project personnel, and introducing effective modes of engagement and practices of implementation.

- Creates and documents knowledge by evaluating programmes, projects and ongoing experience for lessons learned, best practices and replicable strategies and approaches and actively shares and applies this knowledge. Creates mechanisms to collect and share knowledge, developing mechanisms to implement south – south and triangular cooperation.
- Analyzes sexual and reproductive health and rights, youth and adolescents, population and development, and gender equality issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities. Takes opportunity to leverage national resources and advocate and advance ORGANIZATION'S policy agenda by participating in public information events.
- Contributes to resource mobilization strategy by analyzing information on potential new and emerging donors, including from the private sector, preparing substantive briefs and project proposals in line with donor priorities, creating feedback mechanisms and providing information on progress of donor funded projects. Identifies opportunities for cost sharing with Government.

#### 4. **Work Relations**

The Assistant Representative establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues and to facilitate programme delivery.

Internal contacts include the Representative, the CO's programme/technical team, other divisions/branches at HQ, the RO and the SRO, 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**

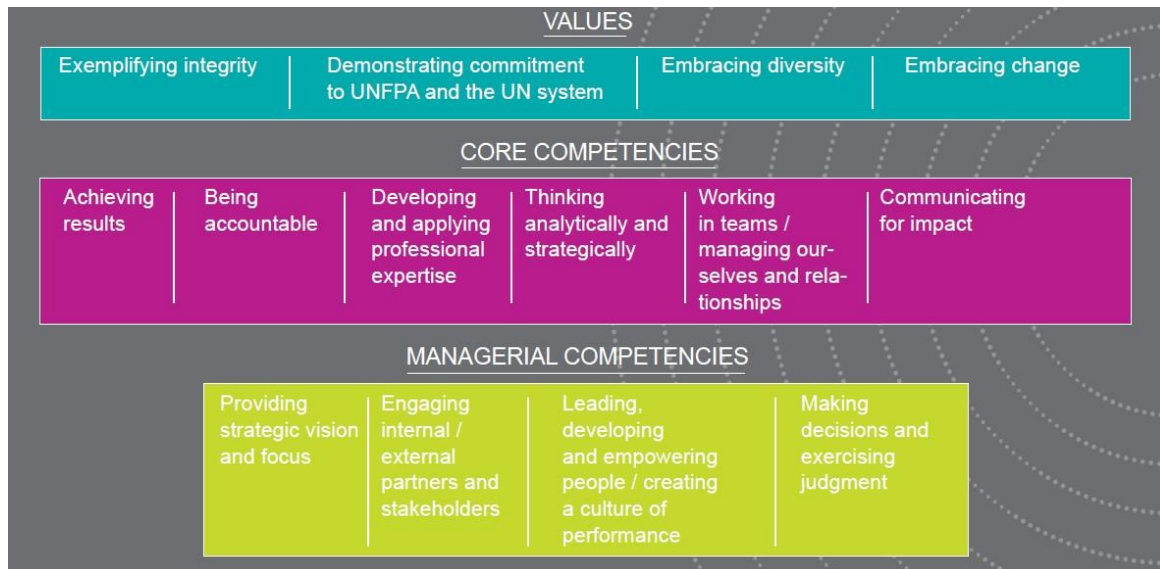
##### **Education:**

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

##### **Knowledge and Experience:**

- 5 years of progressively responsible professional experience in the field of development and population activities, preferably in programme/ project design, appraisal and management.
- 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 Competencies:**



**Functional Competencies:**

- Results-based programme development and management.
- Innovation and marketing of new approaches.
- Leveraging the resources of national governments and partners/Building strategic alliances and partners.
- Advocacy/Advancing a policy oriented agenda.
- Resource mobilization.

**Languages:**

Fluency in English and Spanish is required.

**Note: There is no application, processing or other fee at any stage of the application process.**

**ORGANIZATION'S does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.**

**Interested candidates should send a letter of interest and CV to [publicaciones@latintopjobs.com](mailto:publicaciones@latintopjobs.com) or [publicaciones.ltj@gmail.com](mailto:publicaciones.ltj@gmail.com)**