



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Code Title: **Governance Team Leader**  
Pre-classified Grade: ALD A3  
Supervisor: DRR, ARR(P)

### II. Organizational Context

Under the guidance and direct supervision of the Assistant Resident Representative and overall guidance of the Deputy Resident Representative, the Governance Team Leader (GTL) acts as manager and adviser to the Management on all aspects of the Governance Programme. The main role is to manage the Governance programme including continued monitoring of its implementation. The GTL leads the Governance Programme Team in analyzing the political, social and economic trends and leads formulation, management and evaluation of programme activities within Governance portfolio, ensures provision of policy advice services.

GTL heads and supervises the Governance Programme Team and is responsible for management of UNDP Governance Programme. He/she works in close collaboration with the operations team, programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful UNDP programme implementation.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

- Development and implementation of Governance Programme strategies
- Advise on the management of the Governance Programme
- Supervise the Governance Programme Team
- Contribute to creation of strategic partnerships and implementation of the resource mobilization strategy
- Ensuring provision of top quality policy advice services to the relevant stakeholders and facilitation of knowledge building and management

1. Ensures the **development and implementation of Governance programme strategies** focusing on achievement of the following results:

- Analysis and research of the political, social and economic situation in the country and

<ul style="list-style-type: none"> <li>□ preparation of substantive inputs to CCA, UNDAF, CPD, CPAP and other documents.</li> <li>□ Identification of strategic areas for support and new and innovative ideas and interventions within the Governance area.</li> <li>□ Provision of substantive advice and guidance for the design and delivery of the Democratic Governance programming.</li> <li>□ CO business processes mapping and preparation of the content of internal Standard Operating Procedures in Results Management.</li> </ul>
<p>2. Ensures effective <b>management of the Governance Programme and supervision of the Governance Programme Team</b> focusing on quality control from formulation to implementation of the Programme achieving the following results:</p> <ul style="list-style-type: none"> <li>□ Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results.</li> <li>□ Strategic oversight of full cycle of programming from formulation to implementation of the Governance Programme in accordance with UNDP rules and regulations. Coordination of programme implementation with the executing agencies. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones.</li> <li>□ Substantive and financial monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions.</li> <li>□ Evaluation of the programme impact. Monitoring and analysis of the programme environment, timely readjustments in portfolio.</li> </ul>
<p>3. Ensures <b>creation of strategic partnerships and implementation of the resource mobilization strategy</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>□ Development of partnerships with the UN Agencies, IFI's, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on strategic goals of UNDP, country needs and donors' priorities.</li> <li>□ Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.</li> <li>□ Determination of programmatic areas of cooperation, based on strategic goals of UNDP, country needs and donors' priorities.</li> </ul>
<p>4. Ensures <b>provision of top quality policy advice services to the relevant stakeholders and facilitation of knowledge building and management</b> focusing on achievement of the following results:</p> <ul style="list-style-type: none"> <li>□ Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals.</li> <li>□ Development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.</li> <li>□ Sound contributions to knowledge networks and communities of practice.</li> <li>□ Organization of trainings for the operations/ projects staff on programme issues.</li> </ul>

#### **IV. Impact of Results**

The key results have an impact on the success of country programme within the Governance area. In particular, the key results have an impact on the design, operation and programming of activities, creation of strategic partnerships as well as reaching resource mobilization targets.

## V. Competencies

### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

### Functional Competencies:

#### Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- In-depth knowledge on Governance issues
- Ability to advocate and provide policy advice
- Actively works towards continuing personal learning and development in at least Governance Practice Area, acts on learning plan and applies newly acquired skills

#### 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, mobilize resources
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change

#### Management and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Leads teams effectively and shows conflict resolution skills
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Builds strong relationships with clients and external actors
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

## VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Public Administration, Political Sciences, Social Sciences or related field.
Experience:	5 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of governance projects. Experience in the usage of computers and office software packages, experience in handling of web based management systems.
Language Requirements:	Fluency in English and Georgian, knowledge of Russian is an asset.