



UN RESIDENT COORDINATOR GENERIC JOB DESCRIPTION¹

I. Post information

Post title:	Resident Coordinator for Operational Activities for Development of the United Nations system
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. Recognizing that development, peace and security and human rights are interlinked and mutually reinforcing, and that development is a central goal in itself and constitutes a key element of the overarching framework of the United Nations operational activities for development, the RCS contributes to respond effectively to the needs, priorities, and challenges of programme countries in accordance with the UN's comparative advantage, and in recognition that programme countries should have access to and benefit from the full range of mandates and resources of the UN development system.

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 in order to ensure alignment of UN assistance with national development priorities, plans and capacity-building in the context of internationally agreed treaty obligations and development goals, and placing the UN centrally in development and international cooperation in the country. 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 her/his capacity as the Chair of the United Nations Development Group (UNDG). The RC is accredited by letter of the Secretary-General, to the Head of State or Government and acts as the primary interlocutor with them. The RC acts on behalf of the UNS in an impartial way, strategically positioning the UN in each country. The RC upholds and promotes the UN's responsibilities with regard to preventing and responding to serious violations of human rights and humanitarian law, including the responsibilities of UN entities and staff in this regard.

The RC system, while managed by UNDP, is owned by all members of the United Nations development system and its functioning should be participatory, collegial and mutually accountable. The RC system calls for (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) a Resident Coordinator who: "has an equal relationship with, and responsibility to, all UNCT member agencies"; "has 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".

In accordance with the Management and Accountability System, the RC is also the UNDP Resident Representative and as such remains accountable for UNDP business. There should be a clear division of labor and accountability lines between the RC/RR and CD functions, where the RC should focus on strategic positioning of the UNCT, and member organizations, and resource mobilization for the system (UNDAF²/One Programme), limiting UNDP-RR role to overall guidance. When there is no CD, the RR function should still as much as possible leave operational responsibility to the UNDP Deputy RR, who will also undertake UNDP-specific resource mobilization. This principle also applies to the RC a.i.

¹ Approved by the UNDG, 6th February, 2014.

² Please note that in this document, for countries where the Delivering as One modality applies, reference to UNDAF refers to the "One Programme".

In addition, the RC ensures that the interests of non-resident agencies are adequately represented, including when s/he is leading the UNCT in developing the UNDAF.

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, through the Regional undg Teams (R-undgs), through the undg Chair, to the CEB. The RC is also accountable for ensuring that the UNCT is 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.

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, as well with the Special Envoy of the Secretary-General, if one is appointed. If a special political mission or peacekeeping operation is established, the RC/HC may be appointed to function as the Deputy of the 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).

The RC will normally be appointed as the Designated Official (DO) for UN Security by the Secretary-General, unless the Secretary-General 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 consistent with the undg terms of reference for the RC³, the undg Guidance Note on UNCT Conduct and Working Arrangements, the undg Dispute Resolution Mechanism for UNCTs, 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) and relevant General Assembly Resolutions and UN policy decisions – all which provide guidance and appropriate information. This job description reflects, where applicable, guidance for countries adopting the Delivering as One modality—and is therefore fully aligned with the Standard Operating Procedures for Countries Wishing to Adopt the Delivering as One approach (SOPs),

III. Functions / Key results expected

1. Ensures coordination of UNS operational activities for development, creates a platform of coordinated delivery, and promotes the development of national capacities

- Facilitates and oversees, at the request of and in close cooperation with Government, the UNCT and other stakeholders, conduct of the country analysis, 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 country analysis/UNDAF guidelines of

³ undg Terms of Reference for the Resident Coordinators, 10th November 2008.

gender equality, human rights based approaches, environmental sustainability, results based management and capacity development;

- ❑ Promotes the strengthening of normative and operational linkages within the UNCT and facilitates particular efforts to support programme countries, at their request, in building national capacity for inclusive, equitable, participatory, transparent and accountable national development processes, in order to target and empower the poor and people in vulnerable situations;
- ❑ 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 preparing an annual work plan based on the UNDAF results and other joint plans and initiatives; and monitors implementation of the UNDAF with the UNCT, in close cooperation with Government and other partners and reports to Government on UNDAF results; Proposes to members of the UNCT and relevant non-resident agencies, as appropriate, in full consultation with Governments and with the funds, programmes and specialized agencies, including through the established UNDAF development and mid-term review process:
 - The amendment of projects and programmes, where required, in order to bring them in line with the UNDAF, without prejudice to the approval process through the governing bodies. Amendments to the UNDAF, or its action plan, if it is determined that some activities are no longer aligned with the broader strategy of the UN development system in response to the national needs, priorities, and challenges of the country concerned;
- ❑ Where applicable, the RC hosts, and co-chairs with Government, the Joint National/UN Steering Committee which reviews and confirms the strategic direction and overall funding priorities for the UNDAF;
- ❑ Takes the final decision on strategic focus and allocation of resources against that focus⁴, if consensus cannot be reached within the UNCT;
- ❑ Leads the UNCT's transition planning processes, including reprioritization and allocation of resources in transition situations.
- ❑ Facilitates Government and other national stakeholder's 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-partner trust funds, consistent with relevant policies of individual agencies, including avoiding possible conflict of interest in relation to agencies' normative and standard-setting work. Where the UNCT has agreed to adopt a Joint Resource Mobilization Strategy, the RC is responsible for leading the development and implementation of such strategy;
- ❑ Leads the development, monitoring, and update of the Common Budgetary Framework, based on regular information on contributions received by UNCT members;
- ❑ Coordinates the work of the UNCT in (a) mainstreaming international human rights norms and standards into operational activities for development, (b) facilitating access to knowledge and expertise on international human rights norms and standards 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;
- ❑ Coordinates UN country support on the rule of law, with a focus on effectiveness and results;
- ❑ Facilitates the establishment and effective functioning of thematic groups (or results groups) and inter-agency sector/clusters approved by the CEB, including the designation of sector/cluster leads;
- ❑ Oversees the work of Thematic Groups (or Results Groups) and consolidates, on behalf of the UNCT, the RC/UNCT Annual Report (RCAR);
- ❑ Represents and supports NRAs, as needed, at the country level, including in matters and initiatives concerning resource mobilization, facilitates two-way information from and to them on developments in the country which may impact the mandates of those organisations, and facilitates access to the expertise of NRAs at the country level.
- ❑ Ensures effective leadership of the UNCT, promoting 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 all appropriate central and line ministries and agencies on matters within their mandate)
- ❑ Leads the Resident Coordinator's Office in carrying out all necessary coordination functions⁵ in a cost-

⁴ This will include allocations of resources from the One Fund for DaO countries implementing a One Programme.

effective manner, and has access to the expertise available within the UN development system in response to national needs.

- ❑ Promotes the implementation of measures to ensure better coherence, efficiency and effectiveness of business and operational activities for development at the country level; Promotes a framework for high quality, cost-effective common services (such as goods and services, logistics, communications, knowledge management system, and website);
- ❑ Provides formal input to the regular performance appraisal of all representatives who are members of the UN Country Team, on their contributions to its effective and efficient functioning, in accordance with the mutual appraisal practice in the performance assessment process;
- ❑ Leads UNCT discussions, where appropriate, on common premises through the possible establishment of a UN House bearing in mind security considerations and cost considerations;
- ❑ 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.
- ❑ In situations of risk or actual serious violations of human rights and humanitarian law, in countries where there is no UN peacekeeping or special political mission/office, leads and coordinates the UNCT in developing and implementing a strategy to address such risks or violations, with support from OHCHR and, where present, the Protection Cluster, OCHA, the Interagency Task Force, and the Situation Response Coordinator;
- ❑ Participates (by remote) in and provides updates to Early Warning Meetings convened by the Regional UNDG Team Chair and DPA;

2. Supports the Government, at the latter's request, 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, civil society, and other national stakeholders on national priorities, policymaking and aid coordination mechanisms.

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

- ❑ Advocates fundamental UN values under its Charter, including respect for and protection of human rights;
- ❑ 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 international human rights norms and standards as a common UN value in dialogue with national actors.
- ❑ Considers and acts upon information and analysis of principal human rights concerns and risks of serious violations provided by OHCHR as well as from other sources;
- ❑ Guides and oversees UN rule of law strategies and is responsible for addressing political obstacles in relations to the rule of law;
- ❑ Communicates, coordinates and promotes consistency in the implementation of the Human Rights Due Diligence Policy across the UN in-country;
- ❑ 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

⁵ For a list of coordination functions carried out by the RC office, consult the outcome document of the Review of RC System Funding Modalities and Cost-Sharing Arrangement.

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 Designated Official, ensures effective coordination of country-level security and the safety of all UN staff and dependants, and leads the inter-agency Security Management Team⁶

- ❑ Is responsible for ensuring that the goal of the UN Security Management System (SMS) is met in his/her country or area.
- ❑ Implements the arrangements detailed in UN security policies and procedures as well as developing and implementing the required plans for the duty station with the aim of maintaining the security and safety of United Nations personnel, premises and assets;
- ❑ Engages with the authorities of the Host Country to advocate full implementation of the Host Country's security responsibilities in respect of United Nations personnel, premises and assets; implements any arrangements decided by the Secretary-General in support of the Host Government's measures for the safety and security of UN personnel, premises and assets, as well as maintaining liaison with the Government of the Host Country on matters concerning the safety and security of UN personnel, premises and assets
- ❑ Applies the Security Risk Management approach to all United Nations activities and operations;
- ❑ Manages and directs all security activities at the duty station;
- ❑ Collaborates on safety and security matters with intergovernmental and nongovernmental organizations working as operational partners of the United Nations system in accordance with established guidelines;
- ❑ Chairs the Security Management Team (SMT) and submits minutes to UNDSS;
- ❑ Provides all UN personnel and their recognized dependants information on specific measures which they should take in relation to the security plan, and ensures that all such personnel receive adequate and appropriate security training;
- ❑ Takes appropriate action when advised of non-compliance with United Nations security policies, practices and procedures, including referral to the organization concerned, as well as reports serious instances of non-compliance to the Under-Secretary-General for Safety and Security;
- ❑ Addresses specific security concerns for women as required.

5. Encourages and supports national efforts in disaster risk reduction

- ❑ Ensures, in collaboration with the relevant UNCT members, that disaster risk reduction is effectively incorporated into country-level programming processes and policies as set out in the CEB/HLCP UN Plan of Action on Disaster Risk Reduction for Resilience;
- ❑ 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 on-going 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 actors⁷

- ❑ Ensures that response efforts are inclusive and coordinated, by regularly convening and leading the Humanitarian Country Team ;
- ❑ Ensures that a common strategic vision for humanitarian action in-country is articulated, by leading and coordinating its development;
- ❑ Ensures that a common strategic plan for realising this vision (CHAP – Common Humanitarian Action Plan – or equivalent) is articulated, based on documented needs and integrating cross-cutting issues (for example age, gender, diversity, human rights, HIV/AIDS, and the environment) and activities in support of early recovery, by leading and coordinating its developments;
- ❑ Ensures that there is an efficient and effective division of labour among relevant organizations for

⁶ In accordance with the full range of tasks and responsibilities as stated in the UN Security Policy Manual, Chapter II, B, under Framework of Accountability paragraphs 5 & 6 and Annex F, endorsed on 4th February 2011.

⁷ In accordance with the Humanitarian Coordinator TOR, which were endorsed by the 73rd IASC Working Group meeting on 31 March 2009.

<p>implementing the strategic plan, by securing agreement on the establishment of clusters (sectors) and the designation of cluster leads ;</p> <ul style="list-style-type: none"> ❑ Expends all necessary efforts to ensure that the strategic plan is implemented in a principled, timely, effective, and efficient manner, by holding cluster leads accountable for the performance of the functions outlined in the IASC Guidance Note and by establishing mechanisms for inter-cluster coordination, needs assessment, monitoring and evaluation; ❑ Expends all necessary efforts to obtain free, timely, safe and unimpeded access by humanitarian organisations to populations in need, where appropriate, by leading and/or promoting negotiations with relevant parties, including non-state actors; ❑ Promotes the respect of international humanitarian and human rights law by all parties, including non-state actors, by coordinating the advocacy efforts of relevant organisations and using private and/or public advocacy as appropriate; ❑ Expends all necessary efforts to ensure that the strategic plan is funded sufficiently and in a timely manner, by promoting and locally leading inclusive resource mobilization efforts (e.g. CAP, Flash Appeals), overseeing CERF grant applications, and managing in-country humanitarian pool funds (e.g. CHF, ERF) where they exist; ❑ Expends all necessary efforts to ensure that Member States, regional organisations, UN entities (included integrated UN presence), civil society, the private sector, the media and other relevant actors take humanitarian concerns into due account, by coordinating the advocacy efforts of relevant organizations and using private and/or public advocacy as appropriate; ❑ Expends all necessary efforts to ensure that relief activities lead and contribute to the early recovery, which begins in a humanitarian setting, as well as long-term recovery of affected populations, by cooperating closely with actors responsible for planning and implementing rehabilitation and development activities.
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IV. Competencies	
	<ul style="list-style-type: none"> ❑ <u>Analysis and Decision Making</u> ❑ <u>Strategic and Political Thinking</u> ❑ <u>Planning and Organizing</u> ❑ <u>Drive for Results</u> ❑ <u>Collaboration and Teamwork</u> ❑ <u>Managing People</u> ❑ <u>Advocacy, Engagement and Influence</u> ❑ <u>Resilience</u>
V. Recruitment qualifications	
Education	<p>Master's degree – or equivalent post graduate qualification – in development studies, international relations, political science, economics, social sciences, human rights, law or closely related fields (for otherwise suitably qualified candidates, a first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of an advanced post graduate university degree)</p>
Experience	<p>At least 15 years of substantive experience and results at the international level (including five years of cumulative experience in development, rule of law or humanitarian work at country level), in the development of strategies affecting the provision of advisory services, inter-organisation and international cooperation; partnership building; mobilisation of resources; management and leadership of programmes in development-related areas, working with national, regional and international entities; management and coordination of humanitarian assistance operations.</p> <p>Excellent knowledge of the UNS/RCS and of international norms and standards.</p> <p>Successful undertaking of the RC assessment centre, with pass</p>
Language requirements	<p>Fluency in English is required and working knowledge of other official UN languages (depending on the region of assignment).</p>