United Nations Development Programme

Job ID/Title: Assistant Administrator & Director, Regional Bureau for Asia and the Pacific (RBAP)

Scope: Globally advertised
Category: External
Org: UNDP
Practice Area: Management
Application Deadline: 23 August 2019
Type of Contract: FTA International
Post Type & Level: ASG
Duty Station:- New York, United States of America
Recruitment Type: Centralized Recruitment

Applications for this vacancy MUST be sent with the relevant attachments to the following email address: exo.cos@undp.org. Only applications received at this email address will be accepted. Kindly indicate the following reference on your application: # ASG, RBAP

BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. UNDP works in nearly 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, or Global Goals, which will guide global development priorities for the next 15 years.

The Regional Bureau for Asia and Pacific (RBAP) covers 24 Country Offices and one Regional Service Centre. In total RBAP covers 36 country programmes. Across the region, UNDP helps countries build
and share their own solutions to urgent development challenges, supporting coalitions for change and connecting individuals and institutions so they can share knowledge, experience and resources. As countries develop local capacity, they draw on the people of UNDP and our wide range of regional and global partners. The regional priorities include democratic governance, sustainable development, reducing inequalities, disaster and conflict risk reduction and the advancement of women, among others.

The Regional Director is the leader of UNDP in the region as well as a member of UNDP’s corporate leadership, and as such, serves as a role model for corporate values, behaviors and substantive skills by:

- Innovative region-wide strategic thinking, advocacy and partnerships;
- Translation of corporate and regional strategies and goals into successful development results on the ground;
- Enhancing RBAP’s managerial and substantive effectiveness.

Description of Responsibilities:

The Director of the Regional Bureau for Asia and Pacific (RBAP) reports to the Administrator / Associate Administrator. He/She is a member of UNDP’s Executive Group and contributes to shaping and monitoring overall corporate strategic directions. He/She directs and manages the overall policy and ongoing regional programme and country office operations of the region to address priorities and achieve outcomes.

The following scope and principal functions of the position include:

- Participation in UNDP’s highest level corporate decision making body, the Executive Group (EG), helping to identify and implement strategic directions for the Organization as a whole;
- Building strategic partnerships with key stakeholders to carry out UNDP’s mission and achieve results;
- Providing overall leadership and shaping strategic thinking for UNDP’s engagement in the region;
- Identifying existing and emerging development challenges and priorities in the region; defining the strategic programming priorities at the regional and country and implementing measures to improve the quality and effectiveness of programmes;
- Providing intellectual guidance for region-specific knowledge products, including Regional Human Development Reports;
The Regional Director:

- Leads by example and encourages excellence, professionalism, competence, integrity and ethics and values enshrined in the UN Charter;
- Guides, mentors and develops a team of senior managers in New York, The Bangkok Regional Hub, and Country Offices;
- Oversees and is responsible for the Bureau’s operations in financial, human resources, procurement and general administration.

Competencies:

Functional Competencies:

Strategic Thinking:

- A clear understanding of development challenges and priorities;
- Demonstrated ability to identify high level strategic issues, opportunities and risks, develop organizational strategies to meet objectives, and generate and communicate organizational direction and expected outcomes to all stakeholders.

Leadership:

- Proven track record of excellent management, leadership and representation skills;
- Demonstrated effectiveness in establishing productive relationships and networks to achieve outcomes; strong people management skills; demonstrated competence for incorporating gender perspectives;
- Demonstrated personal drive and commitment to organizational objectives;
• Proven experience in leading change.

Results Focus:

• Demonstrated ability to provide strategic direction;
• Demonstrated excellence in successful management of a complex portfolio of responsibilities including translating goals into practical implementation strategies, and allocating resources accordingly;
• Proven ability to build organizational capability and responsiveness to achieve outcome;
• Strong resource mobilization and partnership building skills; mature judgement and initiative.

Achieves Results:

• Demonstrated ability to provide strategic direction;
• Demonstrated excellence in successful management of a complex portfolio of responsibilities including translating goals into practical implementation strategies;
• Proven ability to build organizational capability and responsiveness to achieve outcomes;
• Mature judgment and initiative.

Communication:

• Influential and confident oral and written communication skills;
• Proven ability to negotiate persuasively and achieve objectives;
• Proven ability to establish and maintain effective inter-personal relationships in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Professionalism:

• Ability to work collaboratively and collegiately with internal and external stakeholders to achieve corporate goals;
• Capacity to anticipate and address difficult issues;
• Demonstrated commitment to acting ethically and with integrity and commitment to the values enshrined in the UN Charter.

QUALIFICATIONS

Education:

• Advanced University degree in development-related disciplines, Economics, Business Administration, Public Policy or other relevant Social Sciences.
Experience:

- At least 15 years of progressively responsible, substantive experience and results achievement experience at the international level, including in development-related advisory services, managing complex development situations, interagency and international cooperation, negotiation of partnerships, mobilization of resources and management of programmes in development related areas with national, regional, international entities;
- The candidate should have in-depth knowledge of the region and its development context, and of national, regional and intergovernmental institutions and other international entities.

Language:

- Proficiency in English;
- Knowledge of another UN language is an asset.

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