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UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: Chief Technical Advisor EU-UNDP SSStC Multi-Country Pro PALOP-TL SAI (Phase 2)	Grade Level: P5
Position Number:	Duty Station: Praia
Department: 31204 - Governance, Public Administration & Justice portfolio	Family Duty Station as of Date of Issuance: Family Duty Station
Reports to: Resident Representative in Cabo Verde in matrix reporting lines with the Deputy Resident Representatives Programme all beneficiary Country Offices (ie Portuguese speaking countries Angola, Cabo Verde, Guinea-Bissau, Mozambique, Sao Tome & Principe, & Timor-Leste)	Date of Issuance: 1 January 2019
Direct Reports: Project Unit Management	Closing Date:
Position Status: Non-Rotational	Duration and Type of Assignment: More than a year; Fixed Term Appointment
Job Family: Yes	

II. Job Purpose and Organizational Context

In the past decade, the Portuguese-speaking countries: Angola, Cabo Verde, Guinea-Bissau, Mozambique, Sao Tome and Principe, and Timor-Leste have experienced significant progress in economic governance. Recent public finance management reforms are the main reason for this success. However, weaknesses, including inadequate institutional capacity, skills and human resources, continue to hamper their public administration systems. This situation has undermined effective public finance management, budgetary oversight and control of public resources, which has significant adverse impacts on other governance and development sectors.

In order to support the above referred countries addressing such challenges, the European Union, UNDP and the National Authorizing Officers for the European Development Fund (NAO EDF) in the PALOP and Timor-Leste partner to deliver the Project for Strengthening technical and functional skills of Supreme Audit Institutions, National Parliaments and Civil Society for the control of public finances in the PALOP and Timor-Leste (Pro PALOP-TL SAI). The project was fully funded by the EU and directly implemented by UNDP between December 2013 and December 2017, with a total budget of 6.4 million Euros.

The multi-country project used south-south and triangular cooperation to develop institutional and human capacities, promote SDGs 16 and 5, and the strengthening of the ecosystems of PFM, involving more than 35 institutions in the six beneficiary countries (**Angola, Cabo Verde, Guinea-Bissau, Mozambique, Sao Tome and Principe, and Timor-Leste**), among them supreme audit institutions, parliaments, civil society organizations, ministries of finance/plan, Portuguese Speaking supra-national associations gathering these institutions. Notwithstanding the project's important achievements in promoting external control of PFMS and fiscal transparency in the PALOP and Timor-Leste, substantial challenges remain to be addressed. Strengthening the external control of public expenditures and consolidating the PFM ecosystems in any country, much more in a region or set of countries, is a long-term endeavor.

Building from these realizations and success stories, in order to further address remaining challenges and needs, the EU, NAO PALOP-TL and UNDP agreed to dedicate a funding window of 7.7 million Euros under the 11th EDF MIP in support of the PALOP and Timor-Leste that would address capacity development challenges in the governance domain, with focus on economic governance.

After an initial identification process very carefully designed and carried out, involving pointed and high-quality desk-review, thorough lessons learnt and capacity assessment exercises, but also inclusive consultations of potential stakeholders and beneficiaries, these services decided that the pillar for "Developing the Capacity for Governance" under the PALOP-TL 11th EDF MIP should be based in the UNDP implemented "Programme for Consolidating Economic Governance and Public Finance Management Systems (PFMS) in the PALOP-TL". This new programme will be a scale



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of the Pro PALOP-TL SAI intervention logic using the lessons learnt and building from developed capacities into a Pro PALOP-TL SAI – Phase II.

The project intends to improve economic governance in the **PALOP-TL (Angola, Cabo Verde, Guinea-Bissau, Mozambique, Sao Tome and Principe, and Timor-Leste)**, with the specific objective to improve the performance of PALOP-TL countries on Public Finance accountability, effectiveness and transparency. The proposed intervention logic aims to expand and consolidate Pro PALOP-TL SAI's initiatives and successes of South-South and Triangular Cooperation by supporting capacity development, further develop regional dialogue and deliver technical assistance in the above referred domain.

Within this scope, it is proposed to focus the intervention on three domains for consolidating PFMS, where cooperation among PALOP-TL/EU is already underway and showed positive impacts, as well a regional added value, to obtain the following expected results:

1. The executives' capacities to ensure fiscal and budget transparency in the PALOP-TL are improved.
2. The supreme audit institutions and other relevant external control institutions' capacities to ensure external audit/control over PFMS in the PALOP-TL are enhanced.
3. The capacities of Parliaments and CSO to ensure effective legislative oversight and social monitoring of PFMS in the PALOP-TL are strengthened.

The project will develop a Facility to support and broker initiatives for capacity development, south-south and triangular cooperation, exchanges of experiences and "peer2peer" learning, with the expectation to foster institutional-based, process-based and human resources-based change and transformational dynamics.

In order to ensure effective implementation of the project, UNDP will recruit a Chief Technical Advisor (CTA), based in Praia, Cabo Verde (with frequent travel to Angola, Guinea Bissau, Mozambique, São Tome and Principe, Timor-Leste).

The CTA's prime responsibility will be to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost. He/She will be responsible for the day-to-day management and decision-making for the project, within the framework and constraints set out by the Steering and Technical Committees.

He/she will advise the project board and its beneficiaries on strategic issues, comparative analysis, international experience and best practice on the above domains.

The CTA will manage the Project Management Unit (PMU) and provide technical guidance to facilitate the timely resourcing of activities that meet with agreed priorities. The CTA will report directly to the UNDP Deputy Resident Representative in Cabo Verde, liaising closely with the Deputy Resident Representatives of Programmes and Operations in all beneficiary countries."

Direct reporting best to keep with Cabo Verde where the PMU is based and is the leading unit/Country Office.

III. Duties and Responsibilities

Summary of key functions:

- Ensure supervision and coordination of the PMU and the daily management of all project activities in all the six beneficiary countries.
- Ensure effective administration and technical management of the project including experts and personnel support, proper oversight of project activities and results, planning the activities of the project and monitoring progress in all six beneficiary countries.
- Supervise the project's communications and visibility actions, also ensure the institutional memory of the project.
- Coordinate and liaise with UNDP programme and operations staff in all beneficiary countries in matters related with the implementation of the project's outputs and Annual Work Plans (AWP).
- Facilitate the project's steering committee and provide guidance and support to organize the project's national coordination committees in all beneficiary countries.



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- Provide advice, guidance and technical support to all beneficiary institutions in the design of multi-year AWP, in line with UNDP's RBB approach and the Project Document.
- Provide policy and expert support, coordinate all expertise provided by the project for the implementation of the activities, in particular for the organization of trainings, high-level working groups, communities of practice, exchanges of experiences, post-graduation programmes, procurement of relevant ICT equipment and software.
- Ensure effective cooperation and coordination between all the components and stakeholders of the project.
- Provide guidance and advice for the mobilization of additional funds and/or partnerships with other relevant actors in the domain.
- Provide expert advice and technical insights in the formulation and/or implementation of UNDP's Country Programmes and corporate Strategic Plan, particularly as they relate to Economic Governance, External Control, Oversight and Monitoring of Public Finances systems.
- Provide guidance and advice, including to the coordination and supervision of recruited consultants and experts, for gender responsive budgeting and oversight/control/monitoring of public expenditures allocated to promote gender equality in all beneficiary countries.
- Analyze broader Economic Governance and external control of Public Finance Management issues and trends in all beneficiary countries and advise UNDP Country Offices and the partners accordingly.
- Ensure the mainstreaming of the project's crosscutting issues and pursue the project's SDGs targets in the activities, as relevant.
- Provide technical and expert support to consolidate a Facility for South-South and Triangular Cooperation (SSStC) gathering the project's beneficiaries and implementing partners.

Coordination and Implementation:

- Ensure effective cooperation and coordination of all the different components of the Project;
- Foster cooperation and coordination among ministries of finance/plan, supreme audit institutions and other external control independent institutions, parliaments and networks of parliamentarians, civil society organizations to reinforce the dialogue between the various stakeholders within the framework of the project;
- Provide technical and expert support to consolidate a Facility for South-South and Triangular Cooperation (SSStC) gathering the project's beneficiaries and implementing partners;
- Provide guidance and advice, including to the coordination and supervision of recruited consultants and experts, for gender responsive budgeting and oversight/control/monitoring of public expenditures allocated to promote gender equality in all beneficiary countries;
- Ensure the mainstreaming of the project's crosscutting issues and pursue the project's SDGs targets in the activities, as relevant;
- Liaise and foster strategic cooperation with other Development Partners to reinforce dialogue between the stakeholders;
- Provide direction and guidance to stakeholders on UNDP implementation modalities;
- Provide technical advice in the design and implementation of project activities, Draft ToRs and work specifications, identify international and local consultants and supervise performance of defined tasks;
- Ensure good coordination and collaboration with suppliers, senior beneficiaries and other implementing partners;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Ensure adequate, efficient and timely management of the project in the UNDP ATLAS project management module.

Reporting:

- Design of annual work plans, timelines for activities and budgets;
- Lead, with the support of the PMU staff, project recruited consultants, UNDP programme and operations/finance staff and other relevant implementing partners, on the submission of narrative and financial reports, as foreseen in the project document and in line with UNDP procedures;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;



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- Monitor and report on progress and risks including monitoring and updating the risks and issues log according to the Steering Committee decisions;
- Implement required actions under the monitoring and evaluation plan;
- Supervise and monitor the implementation of the communications and visibility plan;
- Continuously review the project status and provide strategic and policy advice to the Steering Committee and National Coordination Committees on required follow up and/or corrective actions;
- Lead the conceptualization and production of specific documents, such as newsletters and other instruments for distribution of relevant information related to the project's actions;
- Provide regular briefings and written reports to UNDP senior management, donors and other relevant stakeholders.

At the UNDP Country Offices project level, the CTA will liaise closely with the DRR(P) and/or Heads of Governance portfolio to coordinate, share information and cross-over inputs between UNDP projects.

Other tasks that may be required

In addition to the above, the CTA will guide the project's beneficiary institutions and relevant stakeholders in the design and delivery of the annual work plans and actions in all beneficiary countries through:

- Expert advice on policy development and implementation;
- Authoritative and top-quality advisory on the PFMS, particularly budget transparency; audit/external control, legislative oversight and social monitoring of PFMS;
- Ensuring that the knowledge and technical skills provided are effectively transferred to national counterparts to optimize the sustainability of interventions;
- Provide guidance, through the coordination of other project staff or recruited consultants, in the implementation of strategic and action plans, including providing technical advice on institutional capacity development;
- Providing technical advice and policy support, through the coordination of other project staff or recruited consultants, to the project's beneficiary institutions to implement its gender mainstreaming strategy;
- Provide guidance in strategizing and organizing the various activities that beneficiaries will be carrying out within the framework of the project's work plans.

Impact of Results

The CTA will be responsible for implementation of all activities established under the Project and for day-to-day management and decision making, as well as ensuring that the programme produces the outputs and results specified in the programme document. The expected impact of this position will be indicated through:

- Improved capacity of MoF in the PALOP-TL to publicize in a timely manner comprehensive budget information;
- Improved capacity of SAI in the PALOP-TL to ensure external control and audit of public accounts;
- Improved capacity of parliaments and parliamentarians in the PALOP-TL to exert oversight over the executive in the use of public funds and in the implementation of the state budget (enacted budget);
- Improved capacity of CSO in the PALOP-TL to monitor the use of public funds and expenditure, as well as enhanced capacity of these CSO to simplify budget information at the service of the wider public;
- Increased awareness of responsible gender budgeting and information on public expenditures promoting gender equality in the PALOP-TL PFMS;

Increased public awareness and information on budget transparency, accountability, external control, legislative oversight and social monitoring of public accounts and expenditure in the PALOP-TL.



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IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</p>	
<i>Core</i>	
<p>Innovation <i>Ability to make new and useful ideas work</i></p>	<p>Level 6: Exercises stakeholder-centered design approaches for office / programme / division</p>
<p>Leadership <i>Ability to persuade others to follow</i></p>	<p>Level 6: Ensures teams are resourced for success and empowered to deliver</p>
<p>People Management <i>Ability to improve performance and satisfaction</i></p>	<p>Level 6: Guides substantive specialists / teams and expands credibility and innovation capacity</p>
<p>Communication <i>Ability to listen, adapt, persuade and transform</i></p>	<p>Level 6: Creates confidence among stakeholders by delivering authoritative positions, compelling analysis, and contextual acumen</p>
<p>Delivery <i>Ability to get things done while exercising good judgement</i></p>	<p>Level 6: Accepts accountability for the outcomes of programme delivery and facilitates improvement and innovation in the delivery of products and services</p>
<i>Technical/Functional</i>	<p>Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information</p>
<p>Development & Operational Effectiveness</p>	<p>Good knowledge of public finance management issues, budget transparency, external control/audit of public accounts, legislative oversight and social monitoring of public finances and accounts. Ability to conceptualize issues and analyze data; Strong comprehension of gender responsive budgeting issues as they relate to the need for oversight and monitoring of public expenditures allocated to promote gender equality and policies through public finances management systems; Results oriented; Flexible self-starter accustomed to working with strict deadlines;</p>
<p>Planning and organizing</p>	<p>Strategic Planning Priority setting Ability to scan and synthesize diverse sets of information to arrive at strategic priorities and positioning recommendations Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results</p>
<p>Communication</p>	<p>Ability to effectively communicate intensions and requirements to internal and external stakeholders Interpersonal skills and ability to establish and maintain effective partnerships in a multi-cultural, multi-ethnic environment and respects diversity; Willing to learn from others;</p>
<p>Teamwork</p>	<p>Integrate & Empower: Leads integral work of teams utilizing expertise, vision, problem-solving capability, and collaborative energy in professional area of expertise Solicits inputs by genuinely valuing others' ideas and expertise; Works collaboratively with colleagues and shares knowledge to achieve organizational objectives.</p>



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Partnership & relationship	Capacity Development for South-South and Triangular Cooperation approaches Ability to recognize and facilitate South-South and Triangular Cooperation with ability to demonstrate clear organizational value add Leads in deepening partnerships, including South-South Cooperation, engaging diverse stakeholders and external communication so Project results are visible externally
Innovation	Innovation outreach and partnerships Champions organizational agility, stakeholder-focused service approaches, and organizational learning throughout UNDP's institutional engagement.
Capacity Development for South-South and Triangular Cooperation approaches	Ability to communicate within and at large, participate in peer communities and engage substantively

V. Recruitment Qualifications	
Education:	Master's degree in Political Science, Economics, Public Administration or License/Bachelors in the same domain with one and two additional years of experience respectively.
Experience:	Minimum of 10 years of experience in management of governance projects, including institutional analysis and design, strategic management and coordination and monitoring and evaluation. Minimum of 5 years of experience in management of UNDP governance projects funded by the EU, including sound knowledge of EU-UNDP contractual issues, visibility and communications. Minimum of 5 years of experience in public finance management and parliamentary strengthening, in the PALOP countries and Timor-Leste.
Language Requirements:	Proficiency in English and Portuguese
Other desired:	Additional qualifications /expertise Professional expertise across the areas of project management (in particular, UNDP projects funded by the EU); democratic governance; external control, oversight and monitoring of PFMS in the PALOP and Timor-Leste. Strong understanding of governance processes, including gender equality in the PALOP countries and Timor-Leste. Excellent analytical and reporting skills, particularly in the context of UNDP projects funded by the EU. Good understanding of PALOP-TL countries' political sphere Good technical skills including grasp of methodological and operational dimensions and the ability to link corporate and country level issues, namely in context of partnership with the European Union and the implementation of UNDP projects
Obs	Obs: Portuguese language is a requirement because these are Portuguese speaking countries Portuguese will be used in all reports and county offices will be Portuguese
	UNDP is Non-Smoking environment