



## TEMPORARY VACANCY ANNOUNCEMENT (TVA)

**TVA No. UNMIS-TVA-2010-P3-JIU-040**  
**Post No. 420264**  
**Location: Khartoum**  
**Date Posted: Monday, 26 July 2010**  
**Deadline: Monday, 9 August 2010**

### Programme Planning Officer, P-3

The United Nations Mission in Sudan (UNMIS) requires **Programme Planning Officer, P-3**, for a period of six (6) months to assist in the above-mentioned area.

#### **RESPONSIBILITIES:**

The Programme Planning Officer will be responsible for the following duties: (These duties are generic and may differ depending on the requirements of the field mission.)

Develop and enhance tools, techniques, guidelines and training materials for programme assessment, monitoring and reporting to advance results-based programming; Provide substantive guidance and facilitate the Mission's inter-agency monitoring and evaluation processes including those linked to UN and national strategic frameworks; Support the Mission's planning cell as required; Provide substantive guidance and facilitate the development of high-quality results matrixes and monitoring and evaluation matrixes for all Mission inter-agency monitoring and evaluation processes; Identify appropriate outcomes, outputs, indicators, targets and benchmarks to be used to monitor and evaluate Mission's inter-agency frameworks, activities and work plans; Develop reporting formats, frequency and distribution timelines for all monitoring and evaluation matrixes; Provide guidance on, and introduce methodologies for collecting, collating and disseminating information and data related to the Integrated Mission Planning; Consolidate periodic reports on progress in achieving the outcomes in Mission integrated planning, Government National and Regional Plan and other relevant strategic frameworks; Help to prepare high-quality charts, maps, PowerPoint presentations, short reports, articles, etc. on national priorities; Provide substantive guidance on using monitoring and evaluating tools for measuring progress towards nationally-set targets; Ensure that UN monitoring and evaluation processes are linked to national development plans and strategies; Provide substantive guidance on the development of national social monitoring systems; Identify constraints to implementation of national plans and strategies and work closely with partners to identify possible solutions; Serve as secretariat to the Mission's inter-agency coordination groups focused on strategic planning and monitoring and evaluation functions; Facilitate the development of specific joint programmes linked to the integrated planning; Identify constraints to implementation of joint programmes and suggest ways these can be overcome, drawing upon advice from, and consultations with stakeholders; Provide substantive inputs into and facilitate the development of the D-SRSG's annual work plan, helping to set realistic targets and benchmarks and ensuring up-to-date information on progress is made available to the Mission and the UN Agencies; Record policy planning-related decisions and, based on these, prepare position papers, plans and reports of the D-SRSG's Office; Carry out programmatic and administrative tasks necessary for the functioning of the D-SRSG's Office including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, preparation of inputs into audits, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), interviews of candidates for job openings and evaluation of candidates; Foster teamwork and communication among staff in the D-SRSG's Office; represent the D-SRSG's Office, as required, at inter-agency meetings, seminars, etc. on monitoring and evaluation-related issues.

#### **COMPETENCIES:**

**Professionalism:** Extensive knowledge of and experience in multi-disciplinary activities of the UN; proven ability to produce reports and papers; ability to review and edit the work of others; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations. **Planning and Organizing:** Proven ability to plan and organize work, requiring an in-depth understanding of the strategic direction of the D-SRSG's Office and ability to integrate the work of the Office with the Mission's work programme. **Communication:** Excellent drafting ability and communication skills, both oral and written; ability to advocate issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; proven ability to communicate complex concepts orally. **Technological Awareness:** Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets, internal databases, Internet, etc. Familiarity with Internet Applications. **Teamwork:** Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment. **Judgment/Decision-making:** Sound judgment and initiative, imagination and resourcefulness, energy and tact; ability to ensure an effective work structure to maximize productivity and achieve goals; proven record of building and managing teams and creating an enabling environment, including the ability to effectively supervise, mentor, develop and evaluate staff and design training/skills; good judgment and decision-making skills.

#### **QUALIFICATIONS:**

Advanced university degree (Masters degree or equivalent) in Economics, Development, Finance, International Affairs, Law Administration, Management, Social Studies or related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. At least 5 years of progressively responsible experience in programme management, planning formulation, development, evaluation, coordination or policy analysis gained from relevant national public institution or international organization. Knowledge of the United Nations administration is an advantage. Fluency in spoken and written; knowledge of a second UN language is an advantage and sometimes a requirement. Fluency in the local language may be essential.

Candidates with relevant experience and qualifications who wish to be considered for this temporary assignment may indicate their interest by email to [UNMIS-TVA@un.org](mailto:UNMIS-TVA@un.org) by close of business on **Monday, 9 August 2010**, citing the above TVA number in the subject line and enclosing their up-to-date Personal History Profile (PHP), available from <http://jobs.un.org>, as well as a copy of their two most recent performance evaluation reports. While this temporary assignment will provide the successful applicant with an ideal opportunity to gain additional work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. Military Personnel (TCC) and police personnel (PCC) on secondment cannot apply for this position during their tour of assignment nor can UN Volunteers in UNMIS and UNAMID who are currently serving or have served in the previous 6 months. Due to the volume of applications only those candidates under serious consideration will be acknowledged.