

## **Job Description**

**Post title:** Resident Coordinator for Operational Activities for Development of the United Nations System

**Level:** As designated

**Duty station:** As designated

### **Duties and responsibilities:**

As the designated representative of the Secretary-General and team leader of United Nations system organizations, the Resident Coordinator assumes, on behalf of the United Nations system and in consultation with the other representatives of the United Nations system, overall responsibility for, and coordination of, the operational activities for development of the United Nations system carried out at the country level, in conformity with the objectives and priorities of the Government and mandates and objectives of United Nations system organizations.

The Resident Coordinator reports to the Secretary-General through the Administrator of the United Nations Development Programme, designated by the Secretary-General to manage and fund the Resident Coordinator system<sup>1</sup>.

### **Specific duties and responsibilities:**

#### **I. ADVOCACY FOR THE UNITED NATIONS SYSTEM**

##### **A. Speak to and support the advancement of United Nations system objectives and mandates**

The Resident Coordinator will promote and support effective dialogue and interaction of the United Nations development system with the Government's policy-making and coordinating mechanisms and develop in close consultation with the Government a coherent frame of reference for cooperation and assistance by the United Nations system. The Resident Coordinator, in collaboration with members of the country team, will develop and maintain a common vision of the overall role of the United Nations in the country in support of national objectives and priorities and in accordance with the Secretary-General's Programme for Reform.

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<sup>1</sup> The functioning and operations of the Resident Coordinator System is guided by the CCPOQ Statement which was endorsed by the ACC in February 1995.

The Resident Coordinator furthermore will seek to promote effective dialogue and interaction of the United Nations system with multilateral, bilateral and non-governmental organizations active in development cooperation, with a view to constituency building for national development.

### **B. Follow-up to United Nations global conferences**

The Government has the primary responsibility for the follow up to United Nations global conferences. The United Nations system, under the leadership of the Resident Coordinator, will assist the Government in the implementation and evaluation of follow-up to conferences at the country level. In that regard, the Resident Coordinator will ensure coherent, coordinated United Nations follow-up and will promote use of information and materials from the ACC Inter-Agency Task Forces. He/she will foster a broad dialogue with all relevant actors to promote integrated follow-up to the crosscutting themes emerging from the conferences.

The Resident Coordinator will provide information, through the annual report of the Resident Coordinator, on the coordination, implementation and evaluation activities of the United Nations system relating to conferences follow-up with a view to disseminating best practices.

### **C. Information activities**

The Resident Coordinator will carry out information activities and develop, in consultation with relevant partners in the system, information programmes and facilities with the aim of keeping the public well informed of United Nations goals and activities both inside the country of assignment and globally, and foster strategic partnerships with non-governmental organizations, media and the private sector.

In countries where the Resident Coordinator also acts as the Director of the United Nations Information Centre (UNIC), he/she will undertake this responsibility in accordance with the UNIC Director benchmark job description provided by the Department of Public Information (DPI).

The Resident Coordinator will keep the Secretary-General informed of local trends and perform other duties as requested by the Secretary-General.

## **II. OPERATIONAL COORDINATION**

### **A. Support to national coordination, including the country strategy note**

The Government has the primary responsibility for coordinating, on the basis of national strategies and priorities, all types of external assistance, including that provided by multilateral organizations, in order to integrate effectively such assistance into their development and recovery process. Taking fully into account the interests and concerns

of the country, the United Nations system, under the leadership of the Resident Coordinator, will pursue ways of ensuring a more coherent response to the national plans and priorities of the Government.

The Resident Coordinator will provide leadership to the United Nations system with respect to assisting the Government in the preparation of the country strategy note where the Government so decides. If so required, the Resident Coordinator will propose, in full consultation with the Government, to heads of United Nations system organizations, the amendment of country programmes and major projects and programmes to bring them into line with the country strategy note<sup>2</sup>.

The Resident Coordinator, in collaboration with United Nations country representatives of the funding organizations of United Nations system, will pursue the harmonization of programming cycles and, where appropriate, adapt them to national budget cycles, plans and strategies.

The Resident Coordinator will facilitate improved access by the Government to data on the capabilities of the United Nations system, on development experience and on socio-economic and technological change.

#### **B. United Nations Development Assistance Framework (including the common country assessment and the common database)**

The Resident Coordinator will provide leadership for the preparation of the United Nations Development Assistance Framework, including related instruments such as the common country assessment, and the common indicator database.

#### **C. Field-level committee**

The Resident Coordinator will establish, in consultation with the Government, a field-level committee consisting of representatives of all United Nations system organizations present in that country. In order to promote coordination and a better division of labour, the Resident Coordinator will be informed of planned programme and project activities of the United Nations agencies, funds, programmes and bodies. The Resident Coordinator will convene the field-level committee on a regular basis to review the substantive activities of the United Nations specialized agencies, funds and programmes, including draft country programmes and sectoral programmes and projects, prior to their approval by individual organisations, to ensure that they fall within the framework of CSN/UNDAF. The Resident Coordinator will promote an effective division of labour in support of the frame of reference adopted by the Government and the United Nations system for cooperation and assistance by the system.

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<sup>2</sup> Country Strategy Note: GA Resolution A/47/199 of 22 December 1992.

The field-level committee will also address specific problems and issues requiring a coordinated response of the United Nations system. The field-level committee, under the leadership of the Resident Coordinator, will establish other inter-agency structures at different levels that will meet on a regular basis to review priority issues, to enhance participation in each other's country programming processes, including situation analyses, programme strategies, evaluations and mid-term programme reviews.

#### **D. Inter-agency thematic groups**

The Resident Coordinator will foster the establishment of thematic groups, applying the lead agency concept according to mandate and competency. Such groups should normally be chaired by the individual organization best suited to facilitate this support and should enhance a participatory approach in the functioning of the resident coordinator system. These inter-agency thematic groups will be focused on priority issues to assist in facilitating a coherent and complementary approach by all organizations in support of the Government's plans and priorities and follow-up to United Nations global conferences. Thematic groups may include the participation of the Bretton Woods institutions, bilateral partners, government representatives and non-State actors, as appropriate.

### **III. MANAGEMENT COORDINATION**

#### **A. United Nations House and common services**

The Resident Coordinator will make recommendations to headquarters regarding the establishment of a United Nations House in conformity with the Secretary-General's definition of the United Nations House, including the development of a framework for cost-effective, high quality and timely common services.

The Resident Coordinator will promote the sharing of administrative systems and services and the establishment of a United Nations web site and common databases at the country level.

#### **B. Team-building and inter-agency training**

The Resident Coordinator will exercise team leadership among the organizations of the United Nations at country level. The Resident Coordinator will encourage full participation of individual funds, programmes and specialized agencies of the United Nations system at the field, regional and subregional levels, including the Regional Commissions and other relevant regional and subregional bodies, in all aspects of the functioning of the resident coordinator system.

The Resident Coordinator will communicate, in conformity with the mandates of United Nations system organizations, a clear sense of purpose and direction and build consensus, commitment and a gender sensitive environment of all organizations involved in operational activities in the country in an impartial and collegial manner.

The Resident Coordinator will promote joint training for staff, at all levels, aimed at enhancing effective collaboration between organizations and with national counterparts.

### **C. Representation of organizations of the United Nations system without field representation**

The Resident Coordinator will make arrangements for dealing with organizations of the system without field representation, including through the establishment of focal points in the Resident Coordinator's office for dealing with such organizations; keeping the organizations systematically informed and, as appropriate, involved in programming exercises; and notifying them of developments relevant to their specialized technical areas of work. Such measures must be complemented by supportive action at respective headquarters, notably the provision of briefing materials on the capacities and comparative advantage of the organizations; developing country-specific situation analyses in the areas of interest of the organizations with identification of multisectoral linkages; keeping the Resident Coordinator informed of communications with the Government; and identifying focal points at headquarters for the country concerned.

### **D. Security**

The Resident Coordinator, when appointed as the Designated Official for Security by United Nations Security Coordinator, will coordinate actions at the country level aimed at ensuring the safety and well-being of all staff of the United Nations system in the designated area of responsibility; will convene and lead the work of the inter-agency security management team for the effective and joint action on all security-related aspects; will ensure proper planning, implementation follow-through and reporting. In carrying out these responsibilities, the Resident Coordinator, as the Designated Official for Security, will receive instructions and guidance directly from the Office of the United Nations Security Coordinator.

## **IV. HUMANITARIAN AND EMERGENCY ASSISTANCE<sup>3</sup>**

Whereas, in times of a complex emergency, the Resident Coordinator will normally act as Humanitarian Coordinator and will ensure timely, effective and well coordinated priorities of humanitarian assistance, his/her continuation in this function will be in line with the Inter-Agency Standing Committee procedures for establishing field coordination arrangements and, in accordance with the terms of reference of the Humanitarian Coordinator as established by the Inter-Agency Standing Committee as presented in Annex I to this document. The Resident/Humanitarian Coordinator will ensure the effective dovetailing of relief assistance into rehabilitation and reconstruction programmes. He/she is also responsible for monitoring and reporting on the socio-economic trends in as far as they affect the vulnerable groups in the country. The

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<sup>3</sup> Text agreed to by Office for the Coordination of Humanitarian Affairs.

Resident Coordinator will be accountable to the Emergency Relief Coordinator for those responsibilities relating to the Humanitarian Coordinator functions.

In the event of a natural disaster, the Resident Coordinator will normally coordinate the United Nations response at the country level. In consultation with the host Government and the United Nations country team, the Resident Coordinator is expected to form a disaster management team, which will prepare a disaster management plan. He/she acts also as the focal point for disaster reduction and mitigation.

## **V. ANNUAL REPORTING, APPRAISAL AND HIATUS ARRANGEMENTS**

### **A. Annual reporting, including annual work plan**

The Resident Coordinator will ensure the preparation, in consultation with the representatives of all the organizations active at the country level, of the annual report of the Resident Coordinator for submission to the Secretary-General and all Executive Heads of the United Nations system organizations. The annual report of the Resident Coordinator will contain the annual work plan of the resident coordinator system.

The Resident Coordinator will prepare, in collaboration with United Nations representatives, the annual work plan of the resident coordinator system. He/she will promote teamwork and commitment within the United Nations system to achieving the objectives set out in the work plan.

### **B. Resident Coordinator and country team performance appraisal**

The Resident Coordinator will be appraised annually on the basis of the annual work plan of the United Nations country team as set out in the guidelines for the annual report of the Resident Coordinator, the achievements of the United Nations country team as measured against the annual work plan, and the competency assessment for the Resident Coordinators in accordance with the draft guidelines on “Procedures for Performance Appraisal of Resident Coordinators of the Consultative Committee on Programme and Operational Questions.”

The Resident Coordinator will assess the functioning of the United Nations country team as a whole, as well as its individual members, through regular planning, feedback and appraisal. He/she will act to solve problems in the functioning of the United Nations country team. Where the Resident Coordinator is the Humanitarian Coordinator, the Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator will be asked to provide an appraisal on this aspect of his/her responsibilities. Simultaneously, United Nations agency members of the Inter-Agency Standing Committee will be asked to provide inputs to the appraisal.

### **C. Hiatus arrangement**

The Resident Coordinator will ensure continuity in the functioning of the resident coordinator system, through the designation, following consultations with the partners in the United Nations system, of a senior colleague of the United Nations system to act as Resident Coordinator a.i. in his/her absence from the country or upon his/her departure and until the arrival of the new Resident Coordinator.