



We are pleased to announce the following vacancy:

VACANCY No.: VA LACRO 003/2017
CLOSING DATE: 8 November 2017
POST TITLE: Special Assistant to Regional Director
CATEGORY: NO-B
DUTY STATION: UNFPA LACRO Panama
DURATION: One-year renewable

1. Organizational Location

The Special Assistant reports directly to the Regional Director (RD); He/she works with the RD and the personal assistant to the Regional Director. He/she provides operational, planning, managerial, technical and coordination support to all aspects of the work of the Regional Offices and outside the Region.

2. Job Purpose

The Special Assistant will provide operational support to the Director acting as a key planner and rapporteur of meetings with all units within and outside the Regional Office. He/she coordinates the Director's participation in various fora, preparing talking points, meeting minutes, presentations and statements for the Regional Director. The Special Assistant has a fundamental role in following-up on agreements emanating from meetings.

The Special Assistant also prepares policy briefs and environmental scans, making use of inputs provided by the senior regional advisors. The special assistant conducts Research on organizational thematic areas and other topical issues.

3. Major Activities/Expected Results

1. Coordinates the Director's participation in key events and regional groupings including on the UN reform and Post 2015 Development Agenda; Regional UNDG;
2. Follows-up decisions related to UN reform, Agenda 2030, Regional Conference on Population and Development, the Global Strategy Every Woman, Every Child, Every Adolescent and others.
3. Prepares agenda, coordinates briefing notes and media and press coverage of the

- regional director's country visits;
4. Prepares regional director's participation in the Executive Board and Executive Committee Director
 5. Assists the Regional Director in the preparation of performance and management meeting with supervises.
 6. Attends calls and requests of representatives and assistant representatives in the region when requested by the regional director and other key initiatives; and field queries related to these issues.
 7. Assists the Director and his/her colleagues in coordinating the sharing of relevant information within the Regional Office and country offices in the LAC region; provides support to the overall office management; serves as secretariat to the regional management team meeting and attends meetings and monitors the implementation of tasks assigned by the Director.
 8. Liaises between his/her Regional Office and other offices of UNFPA and the
 9. UN system, to obtain relevant information and provides feedback and advice to the Director; monitors and follows up all of the Regional Office's activities, contributes to the planning of the annual regional management retreats and region wide planning meetings as requested, forms part of the regional internal communication and partnership working group so as to be able to position and communicate key directions from the Regional Director and the regional management team;
 10. Establishes a mechanism to regularly monitor and inform the Regional Director on policy and political situations in the countries in the LAC Region and subsequently suggests and follow-up on actions as directed by the Regional Director in terms of communication with member states and Country offices.
 11. Undertakes any other tasks assigned by the Director.

4. Work Relations

Internal partners include all RO staff, including the Programme and technical team, other Regional Offices Directors and staff, and, special assistants in other Divisions and Sub-regional and Country Offices.

External partners include other UN agencies, UN missions, donor and programme country representatives, Executive Board members; Executive Committee members, Universities, academic and research institutions, centers of excellence, think tanks, NGOs, and professional societies; private sector.

5. Job Requirements

Education:

A post-graduate degree (MA, MScie or Phd) with specialization in social sciences, economics or a related subject in international development.

Knowledge and Experience:

- 2 years of increasingly responsible professional experience in developmental work
- Strong analytical ability and professional experience in policy development
- Basic research skills and familiarity with quantitative and qualitative methods
- Capacity to draft cogent and clear documents in English and Spanish
- Strong communication skills

Required Competencies:

i) Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN system, embracing cultural diversity, embracing change

ii) Core Competencies: Achieving results, being accountable, developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, communicating for impact

iii) Required Skillset:

- Strong analytical capacity and professional experience in policy advice;
- Strong writing skills in English and Spanish
- Strong communication skills;
- Fully conversant with computer-related applications;
- Knowledge management and environmental scanning;
- Familiarity with UN development programmes and working methods, particularly with UNFPA'S agenda, policies and programming procedures.

Languages:

Fluency in Spanish and English both oral and written communication. Knowledge of French or Portuguese will be a plus.

How to Apply:

Candidates should complete a United Nations Personal History Form (P11), available at <http://lac.unfpa.org/es/vacancies> and submit to the e-mail address: vacancies.lacro@unfpa.org. Please quote vacancy post title in the subject. The deadline for the vacancy application is: 8 November 2017. This position is open for Panamanian citizens only.

Will only be able to respond to those applicants in whom UNFPA has a further interest. UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life.

We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive net salary and Health insurance. Other benefits are responsibility of the incumbent.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.