



*Empowered lives.
Resilient nations.*

Head of Area Office – Hargeisa, Somalia

Departement

Regional Bureau for Arab States

Seniority level

P4 (upper mid-level)

Duty station

Hargeisa, Somalia

Contract type

Fixed-term

Duration

1 Year with possibility for extension

Key tasks and responsibilities

- **Area Office Management** Ensures the smooth running of the Area Office, including good management and supervision of staff; Responsible and accountable for the appropriate use and management of resources attributed to the Office and to the portfolio of the geographic area; Promotes team work, collaboration and synergies within his office, among the project teams and with the Portfolio units at the Country Office level;
- **Representation and Coordination** Represents UNDP in the geographic area, and in various fora as requested by the Country Director; In collaboration with the Office of the Resident/Humanitarian Coordinator and the Head of Office of UNSOM – based in Hargeisa, provides coordination support to UN Agencies, Non-Governmental Organizations (NGOs) and national authorities through the establishment of wider consultation processes and appropriate fora to enhance coordination between humanitarian and development partners, thus strengthening the links between relief, early recovery and development activities; Provides support to overall resource mobilization efforts of the Country Office in close collaboration with Portfolio Managers at the CO level.
- **Programme Development, Strategic Analysis, Planning and Advice** Responsible for the collaborative yearly planning process for the UNDP Programme, together with counterparts; In close consultation with the Country Director, Senior Programme Coordinator and the relevant Portfolio Managers at the Country Office level, identifies strategic direction and new programmatic activities for the area, and contributes to programme design; Supports the Country Director and Senior Programme Coordinator, national counterparts and other aid partners on policies and strategies to adequately respond to recovery and development challenges and needs;
- **Oversight of Programme Implementation** Under general supervision of, and in close collaboration with the Senior Programme Coordinator, leads the UNDP Programme and ensure attainment of expected results in his/her geographic area of responsibility; Ensures proper implementation of programmes based on continuous monitoring and analysis of the most critical recovery and development needs, response capacities, access situation, operational environment and applicable security issues and implementation progress of the programmes in Somaliland; Oversees day-to-day project management, in reference to annual/quarterly work plans approved by the Project Board and Project Executive function, and ensure coordination among projects in Somaliland; In coordination with the Programme Specialist in Hargeisa, ensures effective application of RBM tools, monitors Area Office and project unit work plans, programme effectiveness and achievement of results; Supports capacity-building of national counterparts; Performs any other related task assigned by the supervisors.
- **Operational Management** Provides leadership in overseeing of effective provision of services to counterparts including fair and transparent procurement, efficient logistics and sound financial management as well as the consistent application of UNDP rules and regulations; Ensures the integrity of financial system and directly oversees the administrative, financial and budgetary aspects of Programme delivery in its geographical area and advises the Deputy Country Director – Operations accordingly.

Requested profile

Education

Masters Degree preferably in Political or Social Science, International Studies, Public Administration, Economics or related fields.

Experience / Knowledge / Skills

- Minimum of 7 years of progressively responsible professional experience in recovery and development affairs, crisis response and prevention, or other related area.
- Experience in crisis or post conflict countries
- Experience in management of offices or similar size and complexity, including operational management responsibilities
- Previous experience with UNDP and good knowledge of UNDP rules and procedures is desirable but not mandatory

Language

Strong written and spoken English skills. Knowledge of Somali and/or Arabic is desirable but not mandatory.

Other information to be included

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Qualified women are strongly encouraged to apply.