



## UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

### I. Position Information

Job Code Title: **Chief Technical Advisor,  
Decentralization and Local Development**

Position Number:

Department: **UNDP Moldova/RBEC**

Reports to: **DRR, Portfolio Manager**

**Post Category : Development Project  
Funded post (DPF post)**

Position Status: **non-rotational**

Current Grade: n/a

Approved Grade: P5 (proposed)

Position Classified by:

Classification Approved by:

### II. Organizational Context

Under the direct supervision of the UNDP Deputy Resident Representative and in close cooperation with the Assistant Resident Representative/Portfolio Manager, as well as with the Government counterparts, the Chief Technical Adviser will assist the Government, programme team and CO to deliver on the Joint Programme results. The CTA is the lead international expert and the team leader of the decentralization/local development technical advisors and consultants.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

- **Policy advice**
- **Technical Advice and Monitoring Support**
- **Programme management**
- **Knowledge management**

#### **Policy advice**

The incumbent will provide policy advice to the Government as well as to the partners of the programme, in the following areas:

- Provide policy advice on political, administrative and fiscal aspect of the decentralization

reform and on the optimal design and sequencing the reforms.

- Prepare discussion notes on issues arising, for consideration by government representatives.
- Extract learning and document lessons learnt from the experiences in Moldova, and articulate them with the regional and global body of knowledge of the UNDP Decentralisation/ Local Development Practice Area.
- Develop a communication and dissemination strategy in the area of decentralization/local development, and support the Government in its implementation

### **Technical Advice and Monitoring Support**

The incumbent will provide technical advice and monitoring support in the following areas:

- Technical support to design of national policies and regulatory/frameworks for decentralization and local development;
- Develop tools and guidelines in decentralization, local development, municipal management, financial mechanisms, gender approach as informed by the experiences of the UNDP Practice Area;
- Technical support for Public Expenditure management by sub-national (rayon and municipal) authorities, including strategic planning, investment programming, budgeting, implementation and procurement, assets management, accounting and financial reporting, monitoring and evaluation;
- Local Public Service Delivery by sub-national (rayon and municipal) authorities, including appropriate institutional arrangements for provision and production of basic services, with emphasis on health, education, agriculture and water & sanitation sectors, including public-private partnership arrangements;
- Local Economic Development with emphasis of the role that local authorities may play in the direct and indirect support of income-generating and employment creating economic activities;
- Support the establishment of monitoring frameworks and provide ongoing feedback and technical backstopping and regularly monitor progress towards the identified indicators;

### **Programme management**

The incumbent will:

- Supervise and coordinate the JILDIP team to ensure conformity of results with the Joint Programme Document (JPD) and all UNDP rules and procedures established in the UNDP Programming Manual;
- Responsible for a harmonious and coordinated JILDIP execution including budget preparation and management, planning and general monitoring of the project.
- Ensure adequate information flow, discussions and feedback among the various stakeholders of the JILDIP according to the management arrangements established in the JPD and to the JILDIP Steering Committees;
- Prepare and coordinate annual work plans and execution of programme activities in full consultation with the UNDP CO and the JILDIP Steering Committee. Ensure adherence to the programme work plan, which will guide the day-to-day implementation of the JPD, prepare revisions if required, and coordinate with other projects and integration with donor funded parallel initiatives.
- Assume overall responsibility for the proper handling of logistics related to programme workshops and events;
- Prepare quarterly programme progress reports, as well as any other reports requested by the Implementing Partner and UNDP and UNIFEM;
- Oversee and guide the recruitment and work of consultants and subcontractors;

- Monitor the project expenditures, commitments and balance of funds under the programme budget lines, and draft programme budget revisions in accordance and cooperation with UNDP's ATLAS system including the reporting on programme funds and related record keeping;
- Liaise with programme partners to ensure their co-financing contributions are provided within the agreed terms;
- In cooperation with the UNDP country office and UNIFEM, participate in the recruitment of and coordinate, facilitate and supervise the work of the specialists, consultants, including preparation of TORS, contracts and stakeholder inputs.
- Arrange for the timely recruitment and procurement of quality services and equipment and for implementation of programme activities of in accord with applicable rules, regulation and standards
- Represent the programme at the Steering Committee meetings, technical meetings and other appropriate fora in coordination with UNDP and UNIFEM.

#### **Knowledge management**

The CTA will contribute to building the corporate body of knowledge in UNDP in the area of local development and decentralization, by (1) systematically sharing knowledge with colleagues in the Decentralization/Local Development Practice Area, and by (2) systematically ensure that relevant experiences and lessons learnt elsewhere in the region or world-wide inform the implementation of the JILDLP in Moldova.

#### **IV. Impact of Results**

The key results will have a major impact on the implementation of the JILDLP, and ensure that UNDP delivers high quality technical assistance to the Government of Moldova. This will ensure a coherent policy direction of national, and local support, and ensure that the implementation is informed by the experiences and lessons learnt by the UNDP Decentralization/Local Development Practice.

#### **V. Competencies and Critical Success Factors**

**Corporate Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Considers and fully adheres to UNDP rules, procedures and best practices;
- Advocates and promotes the vision, mission and strategic goals of the UN system;
- Displays cultural, gender, religious, ethnic and age sensitivity and adaptability;
- Treats people fairly and without favoritism.

**Technical competencies**

- The CTA will be an experienced professional with demonstrated track record in providing sound technical support and policy advice to Government and Local Public Authorities, projects/programmes in the area of decentralization and local development, planning system, public finance, expenditure management and capacity development;
- The CTA will have experience in designing funds flow and funding mechanisms, and strong familiarity of decentralizes planning processes and local accountability systems;
- S/he has extensive experience in advising high level government officials in appropriate policies, strategies and system that can be institutionalized and sustained;
- Demonstrated deep technical and practical knowledge of decentralization/fiscal decentralization, municipal management, local development/local governance;
- Good understanding of the interrelationships between governance, poverty and gender as pertains to local development;
- Knowledge of mechanisms of intergovernmental fiscal transfers;
- Demonstrated dedication to Human Rights Based Approach and gender mainstreaming in local governance and development.

**Functional Competencies:**

- Proven analytical capacity and strategic thinking;
- Ability for planning and establishing priorities, coordinating and monitoring the work of others, and delegating responsibility where appropriate;
- Excellent interpersonal and supervisory skills;
- Resourcefulness, initiative, and maturity of judgment;
- Excellent communications, organizational and management skills in a complex multi-stakeholder environment;
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships;

**Knowledge Management and Learning:**

- Promote a knowledge sharing and learning culture in the office;
- In-depth knowledge of development issues;
- Ability to advocate and provide advice;
- Actively works towards continuing personal learning and development, acts on learning plan and applies on newly acquired skills.

**Development and Operational Effectiveness:**

- Ability to build and lead teams effectively, mentoring team members well, inspiring confidence in others, managing matrices fluidly by encouraging inter-agency collaboration;
- Build strong relationships with both internal and external actors; cultivate productive relationship with donors, partners and other important institutions and individuals;
- Ability to lead implementation of new systems (business side), and affect staff behavioral/attitudinal change.

**Management and Leadership:**

- Strong results orientation;
- Lead teams effectively and shows conflict resolution skills;
- Takes initiative and calculated risks;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communications skills;
- Demonstrates openness to change and ability to manage complexities
- Effective problem-solver;
- Demonstrated capacity-building and facilitation skills;
- Ability to establish effective working relations in a multicultural team environment;
- Effectively manages teams and creates an enabling work environment;
- Flexible and responsive with a client-oriented approach.

## VI. Recruitment Qualifications

Education:	Master's degree in public or business administration, planning, economics, or other relevant discipline
Experience:	<ul style="list-style-type: none"> <li>• At least ten (10) years of experience in progressively more responsible positions in the area of decentralization, municipal management, local development and/or public administration reform;</li> <li>• Demonstrated success in ensuring an advisory role in a complex institutional setting;</li> <li>• Experience of advisory work on decentralization/local development in Central and Eastern Europe is a strong advantage;</li> </ul>
Language Requirements:	Fluency in English is required/ Knowledge of Romanian and/or Russian would be an advantage.

## VII. Signatures - Job Description Certification

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date