

**I. Post Information**

Post Title: **Deputy Regional Director, Africa, D1 level**

Organizational Unit: **Office of the Regional Director (OrD), Africa**

Supervisor/ Grade: **Director of Regional Portfolios, D2 level**

**II. Organizational Context**

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

UNOPS Africa Region has close to 300 operational projects in approx. 40 countries and counts over 800 personnel, with annual delivery value of circa \$250M. The regional portfolio of programmes and projects focuses mainly on supporting fragile and conflict-affected states and the region's operations are divided into six sub-regional Multi Country Offices and two standalone key Country Offices. The Office of the Regional Director is currently based in Copenhagen, Denmark.

The Office of the Regional Director is responsible for the management of opportunities as well as strategic and operational risks for the regional portfolio. The office also provides strategic leadership, technical guidance, and advisory support and oversight to the operations across offices within the Africa region.

The Deputy Regional Director, Africa (AFR) reports to the Director of Regional Portfolios who fulfills the Regional Director function for the Africa region and who provides broad supervision and guidance. Whilst the Director of Regional Portfolios is ultimately accountable for the performance of the Africa Region, the Deputy Regional Director, AFR:

- Is responsible for leadership of the Africa regional portfolio, ensuring effective and efficient delivery of results
- Contributes towards setting the strategy for the Africa region and manages the priorities, targets and implementation plans for substantive results with regards to the regional business development and the scope and organizational structures in the Africa region.
- Is responsible for providing the intellectual, conceptual, technical and managerial leadership as well as supervision and guidance within the Africa region. The Deputy Regional Director supervises all Country and Multi Country Directors within the Africa region.

**III. Functions / Key Results Expected**

Summary of functions:

1. Corporate function and services
2. Regional leadership
3. Representation and inter-agency partnership
4. Knowledge management and innovation

The estimated travel time is approximately 30%.

## 1. Corporate function and services

- Contribute to the formulation of UNOPS overall strategies and policies through advisory services to the Director of Regional Portfolios and participation in senior management deliberation on current and future business operations and strategy development and planning.
- Keep abreast of organizational changes to align regional strategy and approaches to organizational development, business development and management of regional project portfolio and delivery of sustainable results.
- At the request of the Director of Regional Portfolios, represent UNOPS, at key global/regional events (including media and public relations events) and meetings to speak on regional organizations goals, interests and competencies, build and maintain alliances and to promote/advocate UNOPS position as a partner of choice in sustainable development in the region.

## 2. Regional leadership

Under the ultimate leadership and guidance from the Director of Regional Portfolios, who is acting in the capacity of the Regional Director, AFR:

- Develop the regional strategy, establish priorities, and supervise the implementation of the annual business plan for the regional portfolio including business development initiatives/activities.
- Establish the Regional Office annual work priorities in collaboration with the team and partners, set objectives, performance measurements, standards and results expected to ensure timely and partner-oriented services.
- Regularly review organisational structures in the region to ensure optimal structural set up for delivery of current business objectives. Make recommendations for establishment of new/revised organisational structure, such as Country Office.
- Assess the performance and efficacy of the regional operations and take decisions and/or recommend to the Director of Regional Portfolios appropriate changes in operations to enhance/maximise results for regional portfolio delivery and regional business development
- Collaborate with senior UNOPS colleagues and stakeholders, Practice Groups and Support Centres, to optimize results in the region.
- Monitor implementation, oversee progress toward annual objectives and take decisions to ensure the delivery of results as planned and according to partners' expectation.
- Evaluate overall regional activities/initiatives to ensure alignment with organizational strategic plans, framework and standards of accountability, ethics and integrity and to ensure that portfolio delivery and business development are mutually reinforcing.
- Plan and allocate resources (human, financial and administrative) to achieve goals and ensure the cost effective and appropriate use of resources in accordance with UNOPS standards of ethics, integrity and accountability framework.
- Promote teamwork and collaboration by providing the region with clear direction, objectives and guidance to enable teams to perform their duties responsibly, effectively and efficiently.
- Plan, recruit and develop a diverse and flexible regional workforce with the skills and competencies needed to ensure optimum performance, and ensure gender and geographical diversity.
- Foster a positive work environment, for all genders, and ensure that the highest standards of conduct are observed.
- Oversee effective management of safety and security within the region of operation for UNOPS personnel and their eligible dependents.

### 3. Representation and inter-agency partnership

- At the request of the Director of Regional Portfolios (acting in the capacity of the Regional Director), represent UNOPS in senior inter-agency and external meetings/bodies in the region to promote the organization, influence policy discussion and to identify potential areas for UNOPS partnership and engagement.
- Contribute to the regional assessment exercise for UN Resident Coordinators.
- Collaborate with internal and external partners, colleagues and stakeholders to keep abreast of evolving trends, advocate UNOPS services and build partnerships/alliances to maintain/enhance UNOPS visibility in project services in development cooperation.
- Build and maintain regional public/media relations to actively engage their interest/support in promoting and communicating UNOPS achievements, competencies and interest in global development.

### 4. Knowledge management and innovation

- Oversee the successful implementation of UNOPS policies, standards and tools across the region, to effectively manage business development within the regional portfolio to enhance/maintain UNOPS competitive edge as a provider of effective project services for sustainable results.
- Drive knowledge sharing and strategic communication within the region and beyond, ensuring collaboration and continuous feedback through the communications network and other channels, as appropriate.
- Lead the ongoing research, development and implementation of best practice and innovative approaches to maximise performance and sustain achievements.
- Lead the planning, implementation and organization of strategic capacity building of personnel, partners and stakeholders for strategic business development and engagement.

## IV. Impact of Results

The effective and successful achievement of results by the Deputy Regional Director directly impacts on the visibility and image of the UNOPS brand, as an effective service provider in project services and management and consequently strengthens its competitive position as a partner of choice in sustainable development and project services.

## V. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles

	<p>Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).</p>
	<p>Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.</p>
	<p>Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.</p>
	<p>Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.</p>
	<p>Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.</p>

## VI. Recruitment Qualifications

<p>Education:</p>	<p>An advanced university degree (Master's or equivalent) in a relevant field is required.</p> <p>A combination of Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.</p>
<p>Experience:</p>	<p>A minimum of 10 years of experience that combines strategy and operational leadership in management, business development planning and operations in a large international and/or corporate organization.</p> <p>Working experience in Africa.</p> <p>Experience with strategic oversight of programmes in multi-country set-ups.</p> <p>Experience in managing large teams and geographically spread teams is required.</p> <p>Experience in international organisations including HQ/Regional operations is required.</p>
<p>Language Requirements:</p>	<p>Fluency in both English and French is required.</p> <p>Knowledge of another official UNOPS language is an asset.</p>

## V. Additional consideration

- Please note that the closing date is midnight Copenhagen time.
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types.
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.
- **Duty station: This position will be based in Copenhagen, Denmark. Addis Ababa, Ethiopia or Nairobi, Kenya could also be considered. The role will require frequent travel within the region.**

*It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.*