



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job Title:	UNDP SIGOB Innovation Regional Project Coordinator	Grade Level: P5
Position Number:		Duty Station: Asunción, Paraguay
Department:	Regional Hub for Latin America and the Caribbean/RBLAC	Family Duty Station as of Date of Issuance:
Reports to:	Team Leader Governance, Regional Hub LAC	Date of Issuance:
Direct Reports:	SIGOB Project team members	Closing Date:
Position Status:	Non-Rotational	Duration and Type of Assignment: One year initially, renewable subject to satisfactory performance and funding availability.
Job Family:	Yes	

### II. Job Purpose and Organizational Context

Over 30 years, the UNDP Regional Project "Strengthening Management Capacities for Democratic Governance," better known by the acronym SIGOB meaning "systems for governance" (in Spanish), has contributed to strengthen transparency and management effectiveness and to disseminate a results-driven approach through the implementation of public management systems, processes, and methods.

Operating from its headquarters in Asunción, Paraguay, UNDP SIGOB is a regional project that brings together a network of experts across Latin America and works through the modality of cost-sharing with government counterparts in processes of technical assistance and capacity building in public sector institutions of the executive, legislative and judicial branches at the central, sub-regional and local levels.

The UNDP SIGOB approach is a methodology developed in UNDP based on the principles of governance in democracy structured in methods and management instruments that promote governance under criteria of transparency, effectiveness, intra- and inter-institutional coordination, and citizen participation.

UNDP SIGOB systems, methods, and software are knowledge products from UNDP-RBLAC that are constantly updated and condense thousands of hours of accumulated project experience with dozens of institutions, hundreds of political personalities in the region, and thousands of public officials.

UNDP SIGOB has methodologies and systems that organize, and address problems related to public management. UNDP SIGOB's corporate offering is based on public management systems. More information at ([www.sigob.org](http://www.sigob.org))

The Regional Project Coordinator – SIGOB Innovation project works under the overall supervision of the Regional Hub Manager and the direct supervision of the Team Leader Governance, Regional Hub.

### III. Duties and Responsibilities

#### 1. Strategic Leadership and coordination of the substantive work of the project:

- Responsible for the overall leadership and management of the SIGOB Innovation Regional Project.



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Contributes to a strategic understanding and advancement of substantive technical issues key to the success of the SIGOB Innovation Regional Project.

- Sets the priorities of the UNDP-SIGOB according to the UNDP guidelines, in coordination with the UNDP Regional Hub in LAC.
- Responsible for the resource mobilization strategy of the UNDP SIGOB Innovation project.
- Coordinates with the Country Offices the response to the demands from national institutions, channeling the requests that come directly to the UNDP-SIGOB.
- Leads and monitors the quality of implementation of the modules, the level of results achieved, the satisfaction of counterparts with the progress of the implementations, and the completion of the products.
- Ensures full compliance with audit requirements and timely follow-up to audit recommendations.

#### **2. Project Management:**

- Ensures smooth running of the project, builds an effective team, promote teamwork and an environment that is conducive to delivering results.
- Provides strategic guidance and oversees the overall management of the SIGOB project team including the human resources and financial management, to ensure adherence to UNDP policies and procedures and the accountability framework.
- Establishes the team's annual work plans and sets objectives, performance measurements, standards and expected results in collaboration and discussion with team members.
- Guides the preparation of and approve budget proposal for financial, human and other required resources to ensure the office operates efficiently. Decides on the optimum and appropriate allocation and management of resources, accordingly and in coordination with the Hub Manager and Team Leader Governance.
- Ensures full responsibility for the appropriate use and management of resources attributed to the project by tracking use of financial resources, ensuring the integrity of financial systems and consistent application of the Internal Control Framework and/or rules and regulations. Continually finds ways to systematically identify and integrate efficiency gains and cost reductions in all operations of the project.
- Leads and verifies the quality assurance processes.
- Ensures coordination and synergies with the Regional Hub to achieve joint results

#### **3. Expert Approach:**

- Gives direct advice to the management of the UNDP COs when requested and, through the COs, to government authorities, on the issues related to the UNDP-SIGOB area of work.
- Does analysis of innovations and new developments in approaches, methods, and instruments, featured in knowledge products on public policies and governance, particularly those of UNDP, in the advances in digital technology and communications, and in the trends in the demand of the institutions that are the users of the UNDP-SIGOB systems.
- Designs new modules, upgrades of existing ones, and monitors ongoing innovation in modules currently in service.
- Designs the implementation of individual national project according to the sensitivity of the topics covered and the positioning indicated by the Country Office.
- Establishes complementarity agreements with other regional projects and national initiatives related to the issues, operational modalities, and institutional actors related to the project.
- In all matters related to policy orientations, formulation of intervention strategies, making alliances with strategic partners, and managing financial resources to finance project activities, the UNDP-SIGOB Regional Project Coordinator informs and coordinates with the UNDP LAC Regional Hub to receive its support and indications in this regard.

#### **4. Learning and Knowledge Management**



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- Designs mechanisms for the development and dissemination of knowledge acquired by UNDP-SIGOB throughout its implementation, the production of documentation and educational materials, and communication of the work.

IV. Competencies and Selection Criteria		
Core		
Achieve Results	LEVEL 3: Set and align challenging, achievable objectives for multiple projects, have lasting impact	
Think Innovatively	LEVEL 3: Proactively mitigate potential risks, develop new ideas to solve complex problems	
Learn Continuously	LEVEL 3: Create and act on opportunities to expand horizons, diversify experiences	
Adapt with Agility	LEVEL 3: Proactively initiate and champion change, manage multiple competing demands	
Act with Determination	LEVEL 3: Think beyond immediate task/barriers and take action to achieve greater results	
Engage and Partner	LEVEL 3: Political savvy, navigate complex landscape, champion inter-agency collaboration	
Enable Diversity and Inclusion	LEVEL 3: Appreciate benefits of diverse workforce and champion inclusivity	
Cross functional & Technical competencies		
Thematic area	Name	Definition
Business Direction and Strategy	Effective Decision	Ability to take decisions in a timely and efficient manner in line with one’s authority, area of expertise and resources.
Business Direction and Strategy	Negotiation and Influence	Ability to reach an understanding, persuade others, resolve points of difference, gain advantage in the outcome of dialogue, negotiates mutually acceptable solutions through compromise and creates ‘win-win’ situations.
Business Management	Partnership Management	Ability to build and maintain partnerships with wide networks of stakeholders, Governments, civil society and private sector partners, experts and others in line with UNDP strategy and Policies.



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<b>Business Management</b>	<i>Results-based Management</i>	<i>Ability to manage programmes and projects with a focus at improved performance and demonstrable results.</i>
<b>Business Management</b>	<i>Project Management</i>	<i>Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.</i>
<b>Business Management</b>	<i>Digital Awareness and literacy</i>	<i>Ability and inclination to rapidly adopt new technologies, either through skillfully grasping their usage or through understanding their impact and empowering others to use them as needed.</i>
<b>People Management</b>	<i>Build an enabling workplace</i>	<ul style="list-style-type: none"> <li>• Create a working environment where people are engaged and want to do their best; empower and enables team members to perform and have a positive workplace experience</li> <li>• Promote honestly, openness, trust and psychological safety and create opportunities to innovate and learn</li> <li>• Recruit and promotes individuals based upon objective measures and meritocracy; acknowledge and utilize the talent of others</li> </ul> <i>Encourage collective action and integration</i>
<b>Governance</b>	<i>Local Governance</i>	<i>Knowledge of local governance systems and institutions, decentralizations policies and laws, basic service delivery and recovery planning and ability to apply to strategic and/or practical situations</i>
<b>Governance</b>	<i>Core Government Functions</i>	<i>Knowledge of key public administration areas and core government functions and ability to apply to strategic and/or practical situations in different development situations</i>

### V. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• Master's degree preferably in Economics, Business, Law, Political Science, Social Sciences or related fields, or</li> <li>• Bachelor's degree preferably in the above-mentioned areas</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• 12 years of work experience (with a Bachelor's degree) or 10 years of work experience (with a Master's degree) in implementing government management projects in Latin America and the Caribbean is required.</li> <li>• Experience working with high-level government management is required.</li> <li>• Experience in advising government institutions in countries of Latin America and the Caribbean region is required.</li> <li>• Experience working with international cooperation and/or public sector organizations and/or institutions at a high level is required.</li> <li>• Experience in managing professional regional interdisciplinary teams is desired.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Full domain of Spanish and English is required.</li> </ul>
Other:	<p>Desirable qualifications:</p> <ul style="list-style-type: none"> <li>• Knowledge of the United Nations system and its relationship with countries and country offices.</li> </ul>



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|  | <ul style="list-style-type: none"><li>• Knowledge of the institutional structure of the public sector in Latin America and the Caribbean.</li><li>• Solid Knowledge of programming techniques and management and instrumentation guidance.</li><li>• Portuguese and/or French: desirable intermediate expression.</li></ul> |
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