



UNITED NATIONS DEVELOPMENT PROGRAM AZERBAIJAN Terms of Reference

I. Position Information

Job Code Title:	Program Analyst (Economist)
Position Number:	00056063
Position Status:	Vacant
Approved Grade:	ICS-9
Supervisor:	DRR for all functions/key results except "2" for which he/she reports to ARR (Program)

II. Organizational Context

Under the direct supervision of the ARR (Program) and overall guidance from DRR/RR, the Program Analyst (Economist) is responsible for managing of UNDP programs within the Economic Governance thematic area. He/she leads formulation, oversight/management and evaluation of program activities within his/her portfolio, provides inputs for formulation of strategies and briefings to Senior Management, advises on development policies and trends and relevant linkages to UNDP programs,

He/she supervises and leads program and program support staff, coordinate activities of projects in his/her portfolio ensuring better synergies within the Unit and with other units and effective implementation of UNDP programs.

He/she works closely works with Government and counterparts (other UN agencies, IFIs, multilateral and bilateral donors and civil society, expert community) to ensure formulation of sound program strategies in the area of socio-economic development, enhancing policy impact of UNDP projects and programs.

III. Functions / Key Results Expected

Summary of key functions:

- Support in formulation and implementation of program strategies
- Management of CO programs
- Creation of strategic partnerships and support to resource mobilization
- Policy advise on socio-economic and broader development issues
- Facilitation of knowledge building and management.

1. Support in formulation and implementation of program strategies focusing on achievement of the following results:

- Tracking of socio-economic development trends and dynamics, provision of regular in-depth analysis of development issues in the country/in the region and coordination of

<p>production of relevant policy briefs and other policy products;</p> <ul style="list-style-type: none"> ❑ Provision of substantive inputs to CCA, UNDAF, CPD, CPAP and other strategic documents, as well as inputs to all relevant UNDP programs and projects; ❑ Identifying of areas for UNDP support and interventions within the Economic Governance Area to ensure that UNDP programs are in line with national policies and priorities and are strategically positioned.
<p>2. Ensures effective management of the CO program within the Economic Governance thematic area focusing on quality control from formulation to implementation of the country program achieving the following results:</p> <ul style="list-style-type: none"> ❑ Effective application of RBM tools, establishment of management targets (BSC) and monitoring achievement of results; ❑ Design and formulation of CO program within the area of responsibility, translating UNDP's priorities into local interventions. Coordination of program implementation with the executing agencies. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones; ❑ Initiation of a project, presentation of the project to PAC, finalization of contribution agreement; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through review. Program Analyst can perform functions of Manager Level 1 in Atlas for POs and vouchers approval, participates in recruitment processes for projects; ❑ Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of NEX projects; ❑ Follow up on audit recommendations. All exceptions are timely reported; ❑ Aggregate reports are regularly prepared on activities, outputs and outcomes. Preparation of donor reports.
<p>3. Ensures creation of strategic partnerships and support to resource mobilization focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Assistance to UNDP in resource mobilization by preparing analytical papers documentation for donor and consultative meetings; ❑ Analysis and research of information on donors; preparation of substantive briefs on possible areas of cooperation; ❑ Assistance in creation of strategic partnerships by preparing notes, speeches and statements for UNDP officials and consultative meetings.
<p>4. Provides advice to UNDP and counterparts and facilitation of knowledge building focusing on achievement of the following results:</p> <ul style="list-style-type: none"> ❑ Analysis of the country's macro-economic policies and their impact on poverty reduction, growth, equity, etc.; ❑ Sound contributions to knowledge networks and communities of practice through identification of best practices and lessons learned; ❑ Advocacy for the Millennium Development Goals, Human Development and equitable economic growth by participating in relevant forums, conferences and trainings; ❑ Support to the management of the office in facilitation of policy dialogue on economic issues with the Government, private sector, civil society and donors; ❑ Provision of capacity building support on economic issues to office staff.

IV. Impact of Results

The key results of the post strengthen UNDP's contributions to the national policy dialogue and enhance the policy impact of UNDP programs and projects. In particular, the key results have an impact on the design of programs. The post increases visibility of UNDP in the discussion about economic policies and analysis.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience and contributes to UNDP Practice Areas and actively works towards continuing personal learning and development;
- Ability to provide top quality policy advice services on economic issues;
- In-depth practical knowledge of inter-disciplinary development issues;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills;

Development and Operational Effectiveness

- Good knowledge of development theories and ability to apply those to the specific country context, carry out high-quality policy analysis;
- Ability to analyze data, apply conceptual models, policy frameworks;
- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programs and projects, mobilize resources;

Management and Leadership

- Focuses on impact and result for the client and responds positively to critical feedback;
- Encourages risk-taking in the pursuit of creativity and innovation;
- Leads teams effectively and shows conflict resolution skills;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Builds strong relationships with clients and external actors.

VI. Recruitment Qualifications

Education:	Master's Degree or equivalent in Development Studies, Economics, Political/Social Science, Public Administration or related fields.
Experience:	At least 2 years of relevant experience at the national or international level. Experience in research and policy-level

	analysis. Some experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web-based management systems and advanced programs for statistical analysis of data.
Language Requirements:	Fluency in English and national language of the duty station.

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date