

Job Title: UNIDO Representative, India

Requisition ID: **3221**

Grade: **P5**

Country: **India**

Duty Station: **New Delhi**

Category: **Professional and Higher**

Type of Job Posting: **Internal and External**

Employment Type: **Staff-Full-time**

Appointment Type: **Fixed Term - 100 series**

Indicative Minimum Annual Salary: **128,803 USD**

Application Deadline: **28-Dec-2023, 11:59 PM (CEST)**

Vacancy Announcement

Female candidates from all Member States are particularly encouraged to apply.

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Divisions/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Field Offices fall under the overall responsibility of the Division of Regional Bureaus and Field Offices (GLO/RFO), of the Directorate of Global Partnerships and External Relations (GLO).

The Field Offices are responsible for representing UNIDO in their countries/regions of coverage and for maintaining close relations with all relevant stakeholders. They are responsible for identifying development priorities and donors' thematic and funding priorities in the countries/regions of coverage, and for supporting, and/or leading when requested, the formulation, implementation and monitoring of technical cooperation projects and programmes, including the Programmes for Country Partnership (PCPs) and the Country Programmes (CPs).

The Field Offices are also responsible for coordinating and reporting on UNIDO's activities in their countries/region of coverage, and for leading/contributing to the development of regional strategies and policies to ensure the strategic and programmatic consistency of UNIDO's work. The Field Offices also cooperate with and contribute to the joint work of the UN System at country level, in particular through collaboration with the United Nations Resident Coordinator Offices (UNRCs) and United Nations Country Teams (UNCTs) and the participation in Common Country Assessments (CCAs) and United Nations Sustainable Development Cooperation Frameworks (UNSDCFs).

The UNIDO Regional Office (RO), headed by the UNIDO Representative in India covers the UNIDO Programmes in India and countries of coverage.^[1] The UR is responsible for representing UNIDO in the host country and countries of coverage as well as in relevant regional intergovernmental institutions, to promote the Organization as an effective partner for development, and to maintain close contacts with local stakeholders at the country level as appropriate, including government institutions and international entities.

The UR works under the policy direction of the Director General, the Managing Director of the Directorate of Global Partnerships and External Relations (GLO), the overall guidance of the Director, Division of Regional Bureaus and Field Offices (GLO/RFO), and under the direct supervision of the Chief, Asia and Pacific Regional Bureau.

The UR is expected to: (a) contribute to results achieved by the UNIDO in the host country and countries of coverage; (b) manage relationships of the Organization with key stakeholders of industrial development with a view to achieving results; (c) build partnerships which result in strategic collaborations and (d) coordinate the cooperation from different thematic areas of UNIDO to address country needs in an integral manner.

The UR shall collaborate and support UNCTs in the countries of coverage to drive joint results in line with the United Nations Sustainable Development Cooperation Framework.

The UNIDO Performance Appraisal and Management System reinforces collaboration within formal units as well as among cross-functional teams. In this context, the incumbent collaborates with his/her team and colleagues, in the country as well as in the region and in headquarters.

Staff members are subject to the authority of the Director General, and in this context all staff are expected to serve in any assignment and duty station as determined by the needs of the Organization.

FUNCTIONAL RESPONSIBILITIES

Specific roles and responsibilities of the UNIDO Representative (UR) are to lead the UNIDO Field Office in line with the terms of reference for Field Offices^[2]. Key aspects of the UR responsibilities include:

Representation, communication and engagement with Governments and partners

- Represent UNIDO at the country and regional levels as appropriate, maintain close relations with stakeholders and development partners to promote the Organization's mandate of inclusive and sustainable industrial development (ISID), and serve as the principal conduit for communication for all strategic and programmatic operations.
- Identify and assess local needs and donor priorities to enable an effective alignment of UNIDO's resource mobilization and partnership development;
- Ensure the alignment of UNIDO initiatives to national and regional strategies and development plans, donor priorities and UNSDCFs;

- Work closely with the UNRC/RCO, UNCT and SMT in the countries of coverage and ensure the integration of ISID, in close contact with relevant entities, into the work of the UNDS, including into the CCA and the UNSDCF, as well as in joint programmes.
- Engage government partners and other stakeholders and coordinate UNIDO's support in close coordination with TC teams, and forge strategic partnership at the country and regional level;
- Lead continued engagement on and pursuance of the UNIDO's normative role and facilitate resource mobilization efforts at country and regional level.

Delivery of technical assistance

- Continuously monitor and analyze the industrial performance of the countries in the region including preparing and updating country/ region and industry profiles, in cooperation with the Division of Capacity Development, Industrial Policy Advice and Statistics (TCS/CPS);
- Contribute, support, and/or lead as required, the development and implementation of UNIDO's regional/country grouping strategies, including for least developed countries, middle-income countries.
- Promote, contribute to, and/or lead as required, the implementation of projects/programmes (including the Programmes for Country Partnership and the Country Programmes), which normally involve: project identification, preparation of project concept, appraisal, preparation of detailed project documents, project approval and start-up, project supervision, project completion, monitoring and evaluation;
- Carry out selected technical cooperation activities, including acting as the Executing Entity for projects, upon approval by the Office of the Managing Director of GLO; and for Global Environment Facility projects, following approval in line with DGB/2022/19.

Monitoring and reporting

- Monitor UNIDO's activities, including through field visits, and draw/share lessons to ensure a coherent and systematic approach to UNIDO's service delivery;
- Prepare and submit annual work plan, and annual reports to the respective Regional Bureau for the countries/region of coverage.

Resource management

- Manage the financial and human resources of the Field Office and ensure compliance with requirements related to the security and safety of employees and their eligible dependents, as well as the protection of UNIDO assets, property and information.

Additional roles of Regional Offices

- Exercise programmatic leadership and technical guidance to identify and support common and trans-border emerging priorities related to ISID.
- Provide support to Country Offices in the region and coordinate with regional institutions.
- Contribute to the development and implementation of, as requested, regional or sub-regional strategies, programmes and projects.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Advanced university degree (Master's or equivalent) in economics, business administration, international relations, public administration or other relevant field with specialization in development economics, is required.

Experience:

- A minimum of ten (10) years of progressively responsible professional work experience, including at the national and international levels in the field of industry and at senior level, in technical cooperation, particularly in developing countries is required.
- Experience in supervising both technical and non-technical teams in aspects of the project cycle (project formulation, design, implementation, monitoring and evaluation) is required.
- Experience in representational functions in the field and experience in UN system is desirable.

Language Skills: Fluency in written and spoken English is **required**. Knowledge of another or other languages of the United Nations is desirable.

REQUIRED VALUES AND COMPETENCIES

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

Managerial and Leadership Competencies

WE ARE STRATEGIC, DECISIVE, PRINCIPLED AND INSPIRATIONAL: As managers, we are strategic and fair in driving our team's performance. As leaders, we are a source of inspiration, stand for norms and standards established in the UN Charter and duty bound to defend these ideals with a principled approach.

WE ARE INCLUSIVE AND ACCOUNTABLE: As managers, we are inclusive in our approach and maintain constructive engagement with all our stakeholders. As leaders, we embrace all personnel and stakeholders and are accountable mutually within UNIDO, within the system, to beneficiaries and the public and beyond.

WE ARE MULTI-DIMENSIONAL AND TRANSFORMATIONAL: As managers, we go beyond conventional methods to help our organizational units strengthen their own agility and adaptability to change. As leaders in the UN system, we have a vision which is integrated and engaged across the pillars of Peace and Security, Human Rights and Development.

WE ARE COLLABORATIVE AND CO-CREATIVE: As managers, we foster a team spirit and create meaningful opportunities to hear the voices of those around us, while realizing that only by working together can we accomplish our mission. As leaders we see the inter-dependency of imperatives of the UN Charter and personally champion a collaborative inter-agency, multi-stakeholders and cross-thinking approach.

[1] _____ Afghanistan, Bangladesh, Bhutan, Maldives, Nepal and Sri Lanka, subject to change in line with the ongoing Field Reform process.

[2] _____ Currently laid out in DGB/2022/19, subject to change in line with ongoing Field Reform process.

NOTE: UNIDO professional level applicants are required to have served at least one year in their current position, if applying for a higher-level position. However, the seniority-in-grade requirements for applying for higher level positions, as per paragraphs 18 and 78 of the HRMF, have been waived.

For further information on salaries, refer to the International Civil Service Commission website: <https://icsc.un.org/>

Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. Only persons who fully and unconditionally commit to these values should consider applying for jobs at UNIDO.

All applications must be submitted online through the Online Recruitment System. Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process. Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets in respect of themselves, their spouses and dependents, under the procedures established by the Director General.

Visit the UNIDO careers site for details on how to apply: <https://careers.unido.org/>

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Notice to applicants:

UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website. Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: recruitment@unido.org