Terms of Reference
MONUSCO
Government Provided Personnel
Government of Switzerland

Post Title: Strategic Planning Officer
Organizational Unit: United Nations – GPP Officer
Reporting To: Chief Disarmament Demobilization Reintegration (DDR)
Duty Station: United Nations Mission in DRC (MONUSCO), duty station Goma
Duration: 12-to-24-month tour, renewable

ORGANISATIONAL SETTING AND Strategic Planning of DDR Process

The Strategic Planning Officer will work with the United Nations Organization Stabilization Mission in the Democratic Republic of the Congo (MONUSCO) in the Disarmament, Demobilization and Reintegration (DDR), a civilian component of 69 staff members that operates throughout DRC with offices in Goma, Bukavu, Bunia, Beni, Kalemie, Butembo, Uvira and Lubero. This position is location in Goma, which is classified as a “D” hardship duty station and a non-family duty station.

Recognizing the critical role of the DDR component in the national DDR-CS in DRC, a budget of over $3 million USD was allocated to the section to conduct DDR activities complemented by Community Violence Reduction (CVR) projects in all key regions in DRC. The DDR Section lacks the technical expertise to effectively develop and establish comprehensive planning processes for the DDR Section. The successful candidate therefore will provide essential technical expertise in planning processes of these DDR and CVR activities for which technical expertise is required, which is limited within the Mission.

DUTIES AND RESPONSIBILITIES:

Within limits of delegated authority, as defined by the Chief DDR/RR and/or Deputy Chief DDR/RR, the incumbent will be responsible for:

Partnerships, Planning and Programming

- Facilitates joint and integrated planning between mission components, in accordance with the Policy on Integrated Assessment and Planning (IAP) guidelines and senior management guidance.
- Conducts analysis, formulates recommendations, and drafts segments of documents to assist DDR management to develop, implement, and monitor strategies to maximize the individual and collective impact of MONUSCO DDR response in DRC, concentrating on mandated tasks and activities required to consolidate peace and security, through a strategic partnership with relevant components and partners.
- Provides advice to DDR Section in development of section-level plans, ensuring coherence with the Mission’s overall strategic direction.
• Supports the preparation of a Mission Concept, or similar initiative, which translates the DDR section mandated tasks into a form that fuses objectives, timelines and expected outcomes into a coherent whole.

• Assist in the preparation of the budget, including staffing needs and workplace planning, and advises senior management to help ensure resources are used to support implementation of section plans, mission priorities and Integrated Strategic Framework (ISF).

• As directed by DDR leadership, designs, and facilitates development of other strategies and plans required for implementation of the section’s mandate.

Analysis, Advice and Reporting

• Provides advice to senior management and programme managers on strategic and operational planning policy, procedures, and best practices, in line with the Policy on Integrated Assessment and Planning (IAP).

• With all relevant stakeholders, facilitates the development and implementation of an UN Integrated Strategic Framework, or equivalent document, for peace consolidation in the country.

• Prepares DDR Sections Results-Based Budget (RBB) framework and performance reports, and prepares inputs as required for audits, budget monitoring and performance reporting.

• Where applicable, stands in for the Deputy DDR Section Chief in coordinating the work of the senior leadership forum or other planning mechanisms.

• Performs other duties as required.

The Strategic Planning Officer will, in close coordination with his/her supervisor, develop a workplan outlining jointly agreed priority tasks. The Strategic Planning Officer will work closely with all MONUSCO/DDR staff and will be supported in his/her tasks by the Section’s focal point for planning processes.

EXPERIENCE / ESSENTIALS

• A minimum of five years of relevant, progressively responsible professional experience, including in planning, evaluation, programme management or policy development at a strategic level as well as facilitating and coordinating multi-stakeholder processes in peace consolidation settings, is required. At least one year of experience working in one of the above fields in or in support of a field operation of the United Nations Common System or a comparable international organization is desirable. Experience in a conflict or post-conflict setting is desirable. Experience implementing relevant UN Secretariat policies, procedures, and operations, including legislative and budgeting processes, is desirable. Practical experience in using monitoring and evaluation tools is desirable. Comprehensive knowledge of relevant UN policies, procedures and operations is required. Experience working in or in support of a field operation of the United Nations Common System or a comparable international organization and knowledge of DDR is desirable.

• Priority should be given to those with qualification in Advanced degree in social sciences, economics, management, international development, public administration, evaluation,
research methods or another related field. The graduate or post graduate degree should preferably include credits in strategic planning.

OTHER REQUIREMENTS

- The candidate should also have experience and expertise with both analysis and trust-building initiatives in a sensitive political environment, with specific knowledge and work experience of an inter-cultural conflict milieu that resonates with the mission context. The successful candidate will also serve as planning focal point between the DDR Section and Office of Chief of Staff, the Mission Planning Team, CPAS and Transition related tasks.

LANGUAGE

- English and French are the working languages of the United Nations. For the position, fluency in English and French (both oral and written) is required.

COMMAND AND CONTROL

- The Chief of the DDRRR-CVR Section, will serve as the Strategic Planning Officer’s first reporting officer and the second reporting officer shall be the Deputy Chief of the DDRRR-CVR Section.