



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	ROSA
Category:	IP (International Professionals)	Country:	Maldives
Reason for Classification:	Establishment of a new post	Duty Station:	Male
Level:	P-4	Office:	Male
Title:	Assistant Representative	Section:	Management
Title Information in Parenthesis:		Unit:	Office of the Representative
CCOG Code:	1A	Case Number:	
UNICEF Code:	EXM	Post Number:	137954
Classified by:	Natalia Paquin	Classified Date:	10/22/2026

Organizational Context:	The post is based in Malé and provides day-to-day leadership of the UNICEF office in the Maldives, reporting to and under the overall direction and delegated authority of the Representative. The Representative and Deputy Representative (Programmes) are based in Sri Lanka with regular travel to Male. The Assistant Representative works closely with the Deputy Representative (Programme) on programme delivery and with staff based in Sri Lanka to ensure effective implementation and coherence across the MCO. The post also provides MCO-wide technical leadership on climate resilience, environmental sustainability and climate finance.
Purpose of the Job:	Under the overall leadership, strategic direction and accountability of the Representative for UNICEF's work in MCO, the Assistant Representative provides day-to-day leadership for UNICEF's presence in Maldives and serves as its senior in-country representative. The incumbent is responsible for coordinating the implementation and delivery of the Maldives Country Programme; leading the Maldives-based team; maintaining effective relations with Government and other partners; and coordinating operational support, security, duty of care and risk management in Maldives. Working closely with the Deputy Representative and relevant MCO colleagues, the incumbent ensures that Maldives priorities, operating realities and implementation issues are addressed in MCO planning and decision-making. While the Representative retain overall accountability for UNICEF's engagement and results in MCO, the Assistant Representative provides leadership for the in-country management and coordination of programme and operational activities in Maldives. The Assistant Representative also provides MCO-wide technical leadership on climate resilience, environmental sustainability and climate finance across the MCO.
Key functions, accountabilities and related duties/tasks:	Summary of key functions/accountabilities: 1. Leadership, representation and external relations in Maldives 2. Programme implementation, delivery and monitoring in Maldives 3. MCO-wide leadership on climate resilience, environmental sustainability and climate finance 4. Partnerships, advocacy and resource mobilization 5. Management of people, operations and risk in Maldives 6. MCO coordination, knowledge management and innovation 1. Leadership, representation and external relations in Maldives - Provide day-to-day leadership and coordination for UNICEF's presence in Maldives, in accordance with the Country Programme, the MCO strategy and the authority delegated by the Representative.

- Represent UNICEF in Maldives with Government counterparts, the Resident Coordinator, United Nations entities, development partners, diplomatic missions, civil society, young people and other stakeholders, and support the Representative's engagement at the highest levels.
- Keep abreast of social, political, economic and institutional developments in Maldives. Assess their implications for children and for UNICEF's programme, partnerships and positioning, and provide timely advice to the Representative and MCO leadership.
- Maintain effective communication and collaboration with the United Nations Country Team and other partners to advance results for children and promote coherent United Nations support to national priorities.

2. Programme implementation, delivery and monitoring in Maldives

- Lead the day-to-day coordination of implementation and delivery of the approved Maldives Country Programme and annual work plans, ensuring timely and responsive action across programme and operational functions.
- Monitor programme implementation, use of resources and progress towards planned results. Identify delivery constraints, risks and bottlenecks and drive timely corrective action in coordination with relevant programme and operations colleagues.
- Work closely with the Deputy Representative and MCO programme leads, who provide oversight of programme strategy, quality and coherence, to ensure that implementation in Maldives is technically sound and aligned with approved programme priorities.
- Ensure that Maldives priorities, operating realities, implementation experience and emerging issues are reflected in MCO programme reviews, planning and decision-making, supported by relevant data, research, evaluation findings and the views of children and young people.

3. MCO-wide leadership on climate resilience, environmental sustainability and climate finance

- Provide technical leadership for the development and implementation of MCO priorities on climate resilience, environmental sustainability, climate adaptation and child-centred climate finance across Sri Lanka and Maldives.
- Provide technical and operational support to integrate climate risks, resilience and sustainability into programme strategies, sector plans, advocacy and partnerships, in collaboration with programme colleagues.
- Establish and maintain strategic partnerships with Government, United Nations entities, international financial institutions, climate funds, development partners, academia and the private sector to advance results for children.
- Identify opportunities to mobilize and leverage financial and non-financial resources for child-centred climate action and provide technical guidance and capacity development support to MCO colleagues and partners.

4. Partnerships, advocacy and resource mobilization

- Establish and maintain effective working relationships with Government, development partners, diplomatic missions, civil society, academia, the private sector and other stakeholders in Maldives to support programme implementation, advocacy and resource mobilization.
- Contribute to the development and implementation of advocacy and communication priorities for Maldives and for the MCO climate and sustainability portfolio, in collaboration with the Advocacy and Communication function.
- Provide substantive inputs to funding proposals, donor engagement and partnerships related to Maldives and MCO-wide related to climate and sustainability, ensuring alignment with Country Programme priorities.
- Support coordinated engagement with development partners, National Committees and others through the MCO's agreed partnership and resource mobilization arrangements.

5. Management of people, operations and risk in Maldives

- Provide leadership to the Maldives-based team, supervise designated staff and promote a culture of performance, collaboration, inclusion, learning and staff well-being. Contribute to the performance management of Maldives-based staff who report functionally elsewhere in the MCO.
- Coordinate operational support for programme delivery in Maldives and promote the efficient, effective and transparent use of financial, supply and human resources, in collaboration with responsible MCO managers.
- Identify, monitor and manage programme, operational, partnership, safeguarding and reputational risks within delegated authority and ensure timely escalation and follow-up where

required.

- Coordinate day-to-day security, emergency preparedness, business continuity and duty of care arrangements for UNICEF personnel, premises and assets in Maldives, in accordance with United Nations and UNICEF requirements.

6. MCO coordination, knowledge management and innovation

- Contribute to effective coordination and integrated ways of working across the MCO, including joint planning, information-sharing and mutual support between teams in Sri Lanka and Maldives.
- Support implementation of agreed organizational change and improvement initiatives and contribute to staff engagement and a shared MCO culture.
- Promote knowledge management, learning and innovation and facilitate the documentation and exchange of evidence, good practices and lessons learned across the MCO and with partners.

Impact of Results:

The effective leadership and management of UNICEF's presence and programme in Maldives contributes to the timely and quality achievement of Country Programme results and strengthens UNICEF's credibility with Government, the United Nations system and other partners. The incumbent's MCO-wide technical leadership supports the integration of climate resilience, environmental sustainability and climate finance across programmes and partnerships in Sri Lanka and Maldives. Effective coordination, risk management and integrated ways of working contribute to organizational performance and to sustainable results for children, particularly the most disadvantaged.

Competencies and level of proficiency required:

Core Values:

Care
Respect
Integrity
Trust
Accountability
Sustainability

Core Competencies:

Nurtures, Leads and Manages People (3)
Demonstrates Self Awareness and Ethical Awareness (3)
Works Collaboratively with others (3)
Builds and Maintains Partnerships (3)
Innovates and Embraces Change (3)
Thinks and Acts Strategically (3)
Drive to achieve impactful results (3)
Manages ambiguity and complexity (3)

Recruitment Qualifications:

Education requirement: An advanced university degree in one of the following fields is required: social sciences, international relations, public administration, public policy, development studies, environmental studies, climate change, economics, or another relevant technical field.

Experience required: A minimum of eight years of relevant professional experience in programme management, development cooperation, public policy, external relations, climate or environmental programming, or another relevant area is required.

Experience in strategic and managerial leadership, programme planning and implementation, results-based management and engagement with Government and development partners in an international development context is required.

Relevant experience in climate resilience, climate adaptation, environmental sustainability or climate finance is highly desirable.

Experience in a United Nations system agency or organization, a multi-country setting, a small island developing state and/or emergency preparedness or humanitarian response is considered an asset.

Language requirements: Fluency in English is required.

"In fragile and humanitarian contexts, UNICEF action is guided by its global Policy and Framework for humanitarian action: the Core Commitments for Children in Humanitarian Action."

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

Yes

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

No

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children:

Yes

Competencies and level of proficiency required:

Recruitment Qualifications:

Attachments:

[Finalized JD MCO_Assistant_Representative_P4 SIGNED.pdf](#)
[Finalized_JD_MCO_Assistant_Representative_P4_SIGNED 20Oct.pdf](#)
[MCO_Proposed_org chart.pdf](#)

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