



UNITED NATIONS POPULATION FUND - IRAQ
صندوق الأمم المتحدة للسكان - العراق

VACANCY ANNOUNCEMENT

Official Job Title: Programme Coordinator	Duty Station: Basra, IRAQ
Current Grade: Equivalent to NOA	Duration: 6 months (the possibility of extension subject to satisfactory performance and funds availability)
Contract Type: Individual Consultant (IC)	Date: 12 May 2020

1. Organizational Location

The Programme Coordinator is based in the Iraq Country Office in Basra and reports to UNFPA Programme Specialist.

2. Job Purpose

Working within the Country Office (CO) environment, you will coordinate and monitor the effective management of UNFPA activities in the areas of population and development, reproductive health and gender implemented in Basra. Through analysis and assessment of political, social and economic trends, you will contribute to project formulation and evaluation, joint programming initiatives and national development frameworks in line with Iraq UNFPA Country Project Document (2020-2024).

You will assist in monitoring results achieved during implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.

3. Major Activities/Expected Results

- Participating in the formulation of the country programme and component projects, by compiling and analyzing information relevant to UNFPA role in the country, drafting project documents and work plans; and preparing tables and statistical data.
- Collecting information, maintaining records and preparing documentation and correspondence pertaining to programme activities in the areas of reproductive health, population and development, youth and gender by reviewing reports and documentation; including control plans, progress reports, project inputs, budgets and financial expenditures.
- Assisting in evaluating and monitoring project and programme activities, establishing ways to systematically assess achievement and recommending corrective action as required; conducting field visits ensuring quality programme implementation; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.
- Analyzing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention.
- Analyzing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Assessing implications of new policy developments and strategies on programme execution, and ensuring their integration.
- Carrying out specific administrative operational/control tasks for project activities including recording and administrative processing of government requests for assistance as well as field visits to project sites.
- Establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning.
- Assisting in advocacy and resource mobilization efforts of the CO, by establishing and maintaining a network of donor and public information contacts. Assisting with organizing and conducting of donor meetings and public information events, including preparing relevant background material for these events.

4. Job Requirements

Education:

Advanced degree in health, population, demography and/or other related social science discipline.

Knowledge and Experience:

- Up to two years professional experience in the field of development and population activities, with experience in programme/ project management is desirable
- Practical experience in design, monitoring and evaluation of development projects
- Experience using office software packages and web-based management systems.

Languages:

Fluency in English and Arabic are required.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieve results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact

Functional Skill Set:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

5. How to apply:

Interested Applicants of Iraqi nationality only should complete their Personal History (P.11) form, which can be downloaded from:

http://www.uniraq.org/index.php?option=com_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en

Kindly forward your completed P11 to the email address vacancy.iraq@unfpa.org indicating the Post Title in the e-mail's subject, before the deadline of **19 May 2020**.