JOB ANNOUNCEMENT

Organization or Agency:	United Nations Population Fund (UNFPA)
Position Title:	Programme Coordinator
Duty Station:	Diyala
Type of Contract:	Sub-Contract to Stars & Orbit
Grade:	Equivalent to NOA
Duration of Appointment:	One year, the possibility of extension subject to satisfactory performance and funds availability
Closing Date:	18 March 2020

The Position:

The Programme Coordinator assists in the analysis and assessment of relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA programmes.

You will report to the UNFPA Programme Specialist.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

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 Diyala. 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.

You would be responsible for:

- Participating in the formulation of the country programme and component projects, by compiling and analysing 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 mobilisation efforts of the CO, by establishing and maintaining a network of donor and public information contacts. Assisting with organising and conducting of donor meetings and public information events, including preparing relevant background material for these events.

Qualifications and Experience

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; knowledge of other official UN languages, preferably Arabic is desirable.

Required Competencies:

Values: • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change	**Functional Competencies:** • Advocacy/ Advancing a policy-oriented agenda • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships • Delivering results-based programmes • Internal and external communication and advocacy for results mobilisation
Core Competencies: • Achieving 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	

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

Disclaimer:
UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm
In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

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 **18 March 2020**.