

Job Description

Job Title:	Project Associate on RH/Youth
Duty Station:	UNFPA Republic of Moldova
Grade	SC-7 (equivalent to ICS 7)
Contract type:	Service Contract

Organizational location

The post is located in the UNFPA Office in the Republic of Moldova, Programme Department.

Job purpose

Under the overall guidance of the UNFPA Programme Coordinator, and direct supervision of the UNFPA Programme Analyst, the UNFPA Project Associate coordinates and supports the implementation, management, monitoring and evaluation of Reproductive Health/Youth component of the UNFPA Country Programme (CP), by providing programme and logistical support, managing and updating data inputs, assisting in the formulation of activities, assisting in programme implementation, monitoring and following up on recommendations and establishing collaborative relationships with executing agencies, experts, government counterparts and other UN Agencies in the Republic of Moldova.

The Project Associate applies established system and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to reproductive health and youth issues. He/She is instrumental in facilitating programme/project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

Work relations

The UNFPA Project Associate reports to the UNFPA Programme Analyst and maintains collaborative relationships with all programme and office staff.

Major activities/Expected results

- In coordination with UNFPA Programme Analyst, the Project Associate facilitates implementation of the Reproductive Health and Youth component under the UNFPA Country Programme Action Plan (CPAP) and the respective components under other non-core sponsored projects by establishing and

maintaining collaborative relationships with the implementing partners, experts, government counterparts and other UN agencies; drafts project documents and work plans and prepares tables and statistical data.

- Evaluates project and programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting filed visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- In coordination with national counterparts, guides routine implementation of assigned projects, coordinating the delivery of project inputs, ensuring participation of national counterparts in training activities and study tours.
- Provides logistical support to the assigned projects by coordinating review meetings and other project related workshops and events.
- Contributes to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination.
- Supports the advocacy and resource mobilization strategy of the Country Office by compiling and synthesizing relevant background material for use in discussions and public events. Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events.
- Facilitates an efficient inter-sectorial approach to all UNFPA supported activities on youth, including IEC/BCC activities on RH and STIs/ HIV/ AIDS prevention;
- Provides assistance to the overall co-ordination activities undertaken in relation to the youth component of the CPAP, including the Life Skills Based Education, Youth-PEER, and Family Life Education activities;
- Calculates budget estimates and reconciles expenditure against budgetary allocations under AWP, displaying attention to detail in verifying financial data.
- Ensures and maintains strategic linkages between all sub-components of the Reproductive Health and Youth component of the CP for the advancement of the ICPD agenda and MDG;
- Assists in initiation of policy dialogue with the national and international stakeholders on the issues related to Reproductive Health and Youth;
- Provides assistance in communication and representation of UNFPA at the events and in the mechanisms related to the implementation of the CP component on Reproductive Health and Youth, including UN theme groups, steering committees, conferences, public events etc.;
- Performs necessary administrative and financial operations using the ATLAS as part of the implementation of the RH/Youth components of the existent projects;
- Ensures effective environmental scanning, monitoring and identifying critical trends that could affect UNFPA work by discovering the major actors, possible risks, envisaging scenarios and proposing relevant actions in the field of RH and Youth;
- Supports the activity of the other colleagues in the office ensuring the programme cohesion and synergy and pursuing integrated approach in project implementation;

- Performs any other activities as required by the office management

Functional Competencies

Primary Competencies

§ Results-based programme development and management

Contributes to the achievement of results through primary research and analysis and effective monitoring of programme/project implementation. Assesses project performance to identify success factors and compile a list of best practices. Researches linkages across programme activities to identify critical points of integration. Monitors specific stages of projects/programme implementation. Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches.

§ Innovation and marketing of new approaches

Generates new ideas and proposes new, more effective and innovative ways of developing, implementing, monitoring and evaluating activities. Documents and analyses innovative strategies/best practices/new approaches which are relevant to the country and the region. Documents bottlenecks, problems and issues, and imagines effective solutions and adapts quickly to change.

Additional Competencies

§ Leveraging the resources of national governments and partners/Building strategic alliances and partners

Maintains an established network of contacts for general information sharing and to keep on top of issues. Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders. Establishes and nurtures positive communication with partners.

§ Advocacy/Advancing a policy oriented agenda

Identifies and communicates relevant information for evidence-based advocacy for a variety of audiences. Maintains a functioning network of contacts in the media and civil society, to promote a better understanding of UNFPA's mandate and to support advocacy efforts. Identifies and takes advantage of opportunities for advocating for UNFPA's mandate.

§ Resource mobilization

Analyzes and maintains information/databases on potential and actual donors, specifically those active in the field of RH and Youth. Develops and maintains database of project profiles. Provides data and information needed for preparation of project documents. Identifies opportunities for projects proposals for presentation to donors.

Corporate Competencies:

Values

Integrity/Commitment to mandate

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken. Demonstrates personal commitment to UNFPA's mandate and to the organizational vision.

Knowledge sharing/Continuous learning

Takes responsibility for personal learning and career development and actively seeks opportunities to learn through formal and informal means. Learns from others inside and outside the organization adopting best practices created by others. Actively produces and disseminates new knowledge.

Valuing diversity

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context and shows respect, tact and consideration for cultural differences. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

Managing Relationships

Working in teams

Works collaboratively with colleagues inside and outside of UNFPA to allow the achievement of common goals and shared objectives. Actively seeks resolution of disagreements and supports the decisions of the team.

Communicating information and ideas

Delivers oral and written information in a timely, effective and easily understood manner. Participates in meetings and group discussions actively listening and sharing information. Frankly expresses ideas with the intent to resolve issues, considers what others have to say and responds appropriately to criticism.

Conflict and self management

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Expresses disagreement in constructive ways that focus on the issue not the person. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

Working with people

Empowerment/Developing people/Performance management

Integrates himself/herself into the work unit seeking opportunities to originate action and actively contributing to achieving results with other members of the team. Knows his/her limitations and strength, welcomes constructive criticism and feedback and gives honest and contractive feedback to colleagues and supervisors. Seeks new challenges and assignments and exhibits a desire to learn. Accepts

responsibility for personal performance participating in individual work planning and objective setting seeking feedback and acting to continuously improve performance.

Personal Leadership and Effectiveness

Analytical and strategic thinking

Uses appropriate analytical tools and logic to gather, define and analyze information, situations and problems and draws logical conclusions from data. Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities which have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

Results orientation/Commitment to excellence

Strives to achieve high personal standard of excellence. Takes action that goes beyond responding to the obvious needs of the situation and persists until successful outcomes are achieved.

Appropriate and transparent decision making

Makes timely and appropriate decisions taking into consideration various and complex issues and takes responsibility for the impact of decisions. Inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

Job Requirements:

Academic Requirements:

University degree in Public Health, Social Sciences and/or other related areas.

Experience:

At least five to seven years of relevant responsible experience in project management, in particular RH/Youth projects in the public or private sector.

Languages:

Proficiency in both oral and written Romanian, English and Russian is required. Please note that the UN working language in the Republic of Moldova is English language.

Computer skills:

Proficiency in use of current office software applications, including internet navigation is required.

Signatures/Certification:

Incumbent's Name & Signature

<Enter Incumbent's Name Here>

<Date>

Supervisor's Name & Signature

Boris Gilca, UNFPA Programme Coordinator

<Date>