

JOB DESCRIPTION

Project Officer

Job title:	Project Officer
Level:	SB 4.1
Position Number:	
Location:	Chisinau, Republic of Moldova, National Bureau of Statistics
Full/Part time:	Full-time
Fixed term/Temporary:	Service Contract
Rotational/Non Rotational:	Non Rotational
Duration:	1 year (with possibility of extension until 30 August 2022)

The Position:

Project Officer is responsible for effective and efficient management of the project “Improve availability of administrative data for tracking progress of the ICPD agenda in the framework of SDGs” financed by the India – UN Development Partnership Fund through UN Office for South-South Cooperation and implemented by UNFPA Moldova in cooperation with the National Bureau of Statistics and the Ministry of Health, Labour and Social Protection.

The Project Officer will have the leading role in achieving the overall objectives of the project, with focus on Component 1, while for the second component will work in close coordination with the Project Officer on Generations and Gender Programme for efficient coordination and contribution between programmes.

You will report directly to the UNFPA Programme Analyst on Population and Development.

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:

The Project Officer contributes to the effective and efficient implementation of the “Improve availability of administrative data for tracking progress of the ICPD agenda in the framework of SDGs” project, financed by the India – UN Development Partnership Fund through UN Office for

South-South Cooperation and implemented by UNFPA Moldova in cooperation with the National Bureau of Statistics and the Ministry of Health, Labour and Social Protection.

You will be responsible for setting-up a statistical population register that will unify all administrative data sources / registers in alignment with international regulations and practices on administrative data and provide support in improving availability of indicators in monitoring the ICPD agenda for tracking the SDGs progress in the Republic of Moldova.

The project has two components. For the first one, the Project Officer will work with the National Bureau of Statistics in establishing a statistical population register, managed by the National Bureau of Statistics that collects administrative data from all types of administrative registers available in the country, grounding this process on the experience of developed countries (i.e. Nordic countries) that use administrative sources in collecting routine data and conduct the register-based population and housing census. The statistical population register will empower NBS as the lead of the national statistical system in providing reliable and accurate data for tracking the SDGs and ICPD agenda in the Republic of Moldova. The second component, implemented jointly with the Ministry of Health, Labour and Social Protection and managed by the Project Officer on Generations and Gender Programme, will aim to collect survey-type of data, through the Generations and Gender Survey and health informational system at primary health-care level, to establish a mechanism of monitoring the SDG and ICPD indicators that are focused on sexual and reproductive health and rights and gender-based violence.

You will work with UNFPA Moldova CO in close coordination with National Bureau of Statistics and Ministry of Health, Labor and Social Protection and will be leading day-to-day management, including financial and administrative coordination of the project. Your primary responsibility is to ensure that the project produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

You must coordinate project activities with UNFPA Programme Analyst on Population and Development to ensure alignment of the project activities with UNFPA strategic work at national level in the area of population and development and overall contribution to the United Nations Partnership Framework for Sustainable Development 2018–2022.

You would be responsible for:

A. Ensure efficient project result based management:

- Lead project implementation for timely and efficient delivery of project outputs as per Project Document and Work Plans.
- Maintain efficient communication between UNFPA and National Bureau of Statistics Implementing Partners and national counterparts for effective achievement of results, anticipating and resolving complex programme/project-related issues and information delivery, with profound knowledge of administrative data system, data exchange and demographic statistics.
- Present work-plans, monthly, quarterly and annual narrative progress reports and expenditures status reports to the India – UN Development Partnership Fund, managed by the UN Office for South-South Cooperation, anticipating and flag any deviations from

the work plans immediately, and presenting to UNFPA Moldova solutions for resolving complex project-related issues;

- Apply UNFPA programming tools and policies. Keep abreast of UNFPA programming practices and maintain an optimum level of knowledge by continuous learning.
- Contribute to the wide communication, dissemination and visibility of project achievements in an innovative manner.
- Ensure comprehensive planning and full engagement of national counterparts in development of the statistical population register, and addressing in a result-oriented manner any emerging issues.
- Coordinate the mapping and assessment of the available registers and administrative data and development of the concept and the legal framework to support the statistical population register.
- Facilitate exchange of experience at national, regional and global level, including through study visits, International Technical Advisory Board, UNFPA events and other available tools.
- Ensure high quality information and visibility of the project activities to the mass media and stakeholders;
- Coordinate advocacy strategies within the project by compiling and synthesizing relevant background materials, drafting project summaries, articles, publications, speeches and presentations for delivery via journals, meetings, public events and in other fora;
- Contribute to creation and sharing of knowledge, by synthesizing and documenting findings, success stories, best practices and lessons learned within the implemented Project, to share with colleagues and partners, at the local and national levels.

B. Ensure financial and administrative management of the project

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Assist the UNFPA Programme Analyst on Population & Development in the development of annual activity and procurement work plans as well as budgets based on expected year-end outputs;
- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare and submit project progress reports and expenditure and programme budget status reports;
- Perform necessary operations in Global Programming System module in ATLAS;
- Manage recruitment and selection process of individual consultants applying best practice HR tools and mechanisms;
- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Ensure the effective management of human resources pertaining to the Project, including staff, consultants and short-term experts; conduct periodic performance appraisals; build,

lead and motivate a solid team of professionals; validate terms of reference for international and national consultants;

- Plan, schedule and co-ordinate travel and logistics for meetings, conferences and special events, prepare and issue contracts.
- Support the activity of the other colleagues in the office by ensuring the programme cohesion and synergy and pursuing integrated approach in project implementation.

Carry out any other duties as may be required by UNFPA leadership, which contributes to the project efficient implementation.

Qualifications and Experience

Education:

Master's Degree or equivalent of five years' University Degree in statistics, demography, enterprise data systems, information systems, data analytics and/or other related field.

Knowledge and Experience:

- 4 years of relevant professional experience at the national or international level in the field of statistics, demography, data management, information system or any other relevant area, preferable in project management of data systems or e-governance.
- Previous experience in IT, data innovation, e-governance, data analytics, data system, collection and or management of data through different administrative sources would be a distinct advantage.
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector.
- Strong ability to solve complex problems in a solution-oriented manner and in close coordination with a large spectrum of partners.
- Proficiency in current office software applications and corporate IT systems.

Languages:

- Fluency in both oral and written English and Romanian.
- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

Required Competencies

Values: <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	Functional Competencies: <ul style="list-style-type: none"> • Advocacy/ Advancing a policy-oriented agenda • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
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	<ul style="list-style-type: none"> • Delivering results-based programmes • Internal and external communication and advocacy for results mobilization
Core Competencies: <ul style="list-style-type: none"> • 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.

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.

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.

Cleared by:

Rita Columbia, UNFPA Representative  Date: 28.10.2015

