

JOB DESCRIPTION

Project Officer on life skills education in VET

Job title:	Project Officer on life skills education in VET
Level:	SB 4.1
Position Number:	00152233
Location:	Chisinau, Republic of Moldova
Full/Part time:	Full-time
Fixed term/Temporary:	Service Contract
Rotational/Non Rotational:	Non Rotational
Duration:	1 year (with possibility of extension until 30 November 2022)

The Position:

Project Officer on life skills education in VET is coordinating activities related to the Project “Develop life skills and healthy behaviours of students in Vocational Education & Training for their development and job readiness” funded by the Austrian Development Agency and implemented by UNFPA Moldova Country Office.

The project aims to support VET students (boys and girls, including vulnerable and with disabilities) to practice safe reproductive health behaviours and adopt a healthy lifestyle. The specific objectives are threefold: 1. VET institutions are enabled to sustainably deliver the *Decisions for a Healthy Lifestyle* course, based on available materials, teacher preparation and friendly learning infrastructure; 2. VET institutions and business companies have capacities to support young people in their healthy development and safe behaviours; 3. VET staff, students, parents and business companies understand and promote the youth right to life skills based health education and reproductive health services. Project Officer will work with 12 VET institutions in Chisinau and in other regions of the country: from South region – Cahul; from Center region – Nisporeni, Rezina, Orhei; from North region – Edinet, Riscani, Balti and with 9 business companies who work with the selected VET institutions within dual education.

In implementing this project, Project Officer on life skills education in VET will work in close coordination with the UNFPA Programme Analyst on Youth, Austrian Development Agency and Ministry of Education, Culture and Research.

You will report directly to the UNFPA Programme Analyst on Youth.

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:

Project Officer on life skills education in VET contributes to the effective and efficient implementation of the Project “Develop life skills and healthy behaviours of students in Vocational Education & Training for their development and job readiness” funded by the Austrian Development Agency and implemented by UNFPA Moldova Country Office.

This project will engage both VET institutions and business companies at the national level so VET students, in particular girls, have more opportunities for decent employment and reduced transition time to labour market by building their life-skills and being empowered to practice safe and healthy behaviours.

Specifically, the project will focus on the following three areas: 1) enable VET institutions to sustainably deliver the Decisions for a Healthy Lifestyle course using by developing edutainment materials, train teachers and create friendly learning infrastructure; 2) capacitate VET institutions and business companies to support young people in their healthy development and safe behaviours in schools, dormitories and workplace; 3) work with VET staff, students, parents and business companies so they understand and promote the youth right to life skills based health education and reproductive health services.

Project Officer on life-skills education in VET 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 documents, 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 Youth and Austrian Development Agency to ensure alignment of the project activities with UNFPA strategic work at national level and ADA requirements as per signed agreement.

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 Annual Work Plans;
- Within the strategic framework concerted with the national counterparts, prepare work-plans reflecting the scope of activities, timing, sequencing, cost and other inputs for the implementation of the project activities;
- Be responsible for the implementation of the project work plan according to indicators for achieving planned results, as well as for the overall management of the project in accordance to prevailing UNFPA rules, regulations and procedures;
- Work closely with the Project Associate and Project Communication Associate to ensure the effective and efficient management and project implementation;
- Apply human rights and gender equality principles in programme planning, implementation, evaluation;

- Identify key performance indicators as well as develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top quality progress reports;
- 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;
- Manage efficiently the financial resources of the project, including budgeting and budget revisions, as well as expenditure tracking and reporting;
- Coordinate the work of implementing partners related to the project;
- Perform necessary operations in Global Programming System module in ATLAS.

B. Ensure efficient communication and collaboration with donors and national counterparts:

- Liaise with the Project Steering Committee, national counterparts, donors, and the UNFPA team to ensure that project results are achieved and project resources are managed efficiently and effectively;
- Be the main contact person between UNFPA and Austrian Development Agency in Moldova;
- Present work-plans, periodic narrative progress reports and expenditures status reports to the ADA and UNFPA Country Office anticipating and flag any deviations from the work plans immediately, and presenting for consideration solutions for resolving complex project-related issues;
- Build partnerships with targeted VET institutions and business companies, Youth Clinics, Youth Centers and other key stakeholders and ensure synergies with other projects supported by ADA and development partners in the project area;
- Lead and coordinate the organization of meetings, workshops, conferences, trainings, study tours and related activities relevant to the implementation of the project.

C. Ensure high quality information and visibility of the project:

- Ensure high quality information and visibility of the project activities to the mass media and stakeholders;
- Coordinate advocacy actions 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.

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 education, youth health and development, public health, public management, population studies, law, and/or other related social science field.

Knowledge and Experience:

- 4 years of progressive working experience in the design, management and implementation of projects and programmes and/or working in project related area;
- Previous experience in social or public policy, with focus on youth life-skills education, VET education, social and/or youth policies and development areas would be a distinct advantage;
- Previous experience in development assistance or related work for an NGO, governmental institution or donor organization;
- Previous experience in working with VET institutions and / or business sector would be a distinct advantage;
- Experience in managing a multidisciplinary team, strong interpersonal and organizational skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management 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, • Delivering results-based programmes, • Internal and external communication and advocacy for results mobilization.
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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.

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>