**Job title: National Project Coordinator**

**Level: SB4-SC8**

**Position Number: 00108366**

**Location: Tehran, Iran
Full/Part time: Full-Time**

**Contract Type: SERVICE CONTRACT**

**Duration: Until end of 2018, with possibility of extension (subject to availability of funds and satisfactory performance)**

**The Position:**

UNFPA is seeking to recruit a national project coordinator (PC) to perform a full range of administrative, coordination, and monitoring tasks for UNFPA’s joint projects with MOHME, in particular for a project to improve the maternal health situation in Afghanistan and of Afghan refugees residing in Iran. The project coordinator is requested to ensure coordination between all stakeholders and ensure a smooth implementation of the projects.

S/he will be stationed in relevant offices of MOHME for 4 days per week and in UNFPA office for one day a week and will utilize the space and amenities allocated to him/her by both institutions.

S/he will, as required, work closely with the various departments and institutions involved in implementation of the project and will report to the co-chairs of the project coordination committee (i.e. MOHME and UNFPA) and be evaluated by UNFPA.

UNFPA will provide necessary trainings for the PC in order to ensure better implementation of the planned activities.

**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.

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.

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.

**Job Purpose:**

Under the direct supervision of the UNFPA Assistant Representative, you will work closely with implementing partners of the SRH component of the 6th UNFPA Country Programme, including with implementing partners of the project on “Improving Safe Motherhood in Afghanistan and for Afghan Refugees in Iran”.

You will ensure effective programme and financial management, monitoring and reporting of the programme.

**You would be responsible for:**

* **Coordination of activities of IRN06SRH and IRN06AFG**

In detail, you will:

* Ensure coordination between stakeholders of IRN06AFG through organising Project Coordination Committee and other project review meetings under IRN06SRH.
* Arrange for invitations, makes logistical arrangements and prepares minutes of the meetings.
* Participate actively in various coordination meetings of the respective output (WP), including the Steering Committee meetings and other meetings with UN agencies, as necessary.
* **Implementation of activities of IRN06SRH and IRN06AFG**

In detail, you will:

* Ensure smooth and timely implementation of project activities through administrative management and day-to-day follow up of activities.
* In consultation with the implementing partners, you will prepare progress, performance and achievement reports, specifying lesson learned.
* Identify bottlenecks, obstacles and delays and takes actions and solutions for problems encountered during implementation.
* Assist in selection and recruitment of national consultants, if necessary.
* Assist in travel arrangements for government staff of the relevant outputs
* Draft correspondences with relevant IPs, as requested.
* Assists in organizing training activities or conducting workshops (i.e. collecting relevant training materials, identifying resource persons, acting as a resource person, as appropriate)
* Actively participate in trainings and meetings related to implementation of new guidelines, policies and procedures in order to ensure adherence during implementation of WPs
* Assist in translation and preparation of communication material related to relevant AWP/Output for website, newsletter and other communication activities, as requested.
* **Financial Accountability**

In detail, you will:

* Ensure timely expenditure of project funds, including timely and accurate financial reporting. In close coordination with the UNFPA (supervisor)……., output managers and Operations Team, ensures timely preparation of all necessary financial reports
* Ensure availability of all necessary financial/management supporting documents in files, according to the rules and regulations of UNFPA.
* Support UNFPA (supervisor)……., in preparation for audit and implementation of audit recommendations, if applicable.
* Prepare financial reports (i.e. FACE, progress reports and other supporting documents including direct payments) in accordance with UNFPA Monitoring and Evaluation Guidelines in close coordination with the PA, relevant PO, M&E Officer and Finance staff
* Prepare all supporting documents and correspondences for NEX audit and end-year documents in coordination with IP(s) and UNFPA offices and provide support during the NEX exercise.
* **M&E**

In detail, you will:

* In close collaboration with the UNFPA M&E officer, you will monitor programmes/projects in accordance with UNFPA Monitoring and Evaluation Guidelines and prepares required monitoring reports.
* Prepare for and participates in field monitoring visits to monitor the implementation of programme interventions and collect relevant data and documents, as necessary.
* Ensure timely preparation of the relevant reports, in line with the reporting guidelines of UNFPA and the donor
* Support the evaluation of the project if required.
* Prepare minutes of meetings as part of the monitoring tool for tracking follow up actions and recording advocacy and policy dialogue events
* Undertake proper collection, monitoring and use of baselines, targets and indicators needed to measure and analyse project implementation and assist in monitoring the WPs, in close collaboration with M&E officer, in accordance with UNFPA Monitoring and Evaluation tools.

In addition to the above, you might be requested to carry out any other duties as may be required by UNFPA leadership.

**Qualifications and Experience**

**Education:**

Advanced university degree preferably in public health

**Knowledge and Experience:**

* Minimum 2 years of experience in health-related project management
* Computer skills (Microsoft Office applications).
* Working experience in the Government and/or international agency is desirable

**Languages:**

* Fluency in written and spoken English and Farsi

**Required Competencies**

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| **Values:*** Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change
 | **Functional Competencies:*** Delivering results based programmes
* Strategically positioning UNFPA programmes
* Providing conceptual innovation to support progamme effectiveness
* Internal and external communication
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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
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**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

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

**HOW TO APPLY:**

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

The applications should be submitted through UNFPA corporate E-recruit system, via below link:

[**https://www.unfpa.org/jobs/service-contract-project-coordinatortehraniransb4**](https://www.unfpa.org/jobs/service-contract-project-coordinatortehraniransb4)