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| **I. Position Information** | | |
| Job Title: Project Coordinator  Department: 54300  Reports to: Programme Analyst (Gender)  How to apply: | Grade Level: SB4/1  Bureau: UNFPA  Direct Reports: Admin/Finance Assistant and Communications Assistant | Position Number: 00197714  Position designation:  with no mobility requirement  Duty Station: Baku, Azerbaijan |
| Career Track: N/A  Career Stream: Gender  Contract Modality: Service Contract (SC)  Contract Duration: 1 (one) year service contract with possibility for extension subject to satisfactory performance and project duration | | |

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| II. Background and Organizational Context |
| UNFPA is the United Nations sexual and reproductive health agency. Our mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.  Gender-based violence is one of the most prevalent human rights violations in the world. It knows no social, economic or national boundaries. Worldwide, an estimated one in three women will experience physical or sexual abuse in her lifetime. Gender-based violence undermines the health, dignity, security and autonomy of its victims, yet it remains shrouded in a culture of silence. UNFPA, as a lead agency in working to [respond to and reduce gender-based violence](https://www.unfpa.org/publications/getting-to-zero), supports programmes in over 150 countries and territories worldwide in humanitarian, peace and development settings.  The overall objective of the four-year Programme ***“Rising Up Against the Pandemic of Violence Against Women”*** implemented by UNFPA at the global and national levels including Azerbaijan is to ensure increased and sustained accessibility and availability of quality services for survivors of GBV including the most marginalised, through increased GBV case management capacity and system strengthening. More specifically, the programme aims to increase uptake of response services, raise community awareness of GBV and mitigate and prevent further violence by assessing existing case management systems (Objective 1), institutional partnerships to launch credentialled pre-service and in-service social work training focused on high-quality GBV case management in alignment with international best practices (Objective 2), strengthened case management systems (Objective 3), strengthened and expanded frontline service delivery to enable effective case management (Objective 4), increases access to GBV case management services by community engagement (Objective 5).  The Programme’s national component collates global and regional experiences to coordinate activities that will have an impact across all five countries within this proposal, namely Azerbaijan, El Salvador, Indonesia, Madagaskar and Zimbabwe. The Azerbaijani share of the programme targets government bodies, civil society organizations, and direct beneficiaries in the communities. It envisions a series of intervention strategies designed to contribute to the respective government’s efforts in preventing and addressing gender based violence. This is the first UNFPA programme in Azerbaijan dedicated to case management strengthening in partnership with Government, accreditation/educational facilities and civil society. Two unique aspects of this project are innovative in approach: (1) The institution of a systematic process for the development, practice, and renewal of professional case management skills; and (2) the transition to differentiated response based on GBV experiences across the life cycle and among the most marginalized populations. This is a Global Programme led by UNFPA and funded by Takeda Pharmaceutical Company (Japan) and UNFPA. |

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| III. Position Purpose |
| The Project Coordinator will work under overall guidance of the UNFPA Programme Analyst (Gender) and will be responsible for overall coordination and management of all project components. |

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| IV. Key Duties and Accountabilities | |
| In this section list up to five primary functions/accountabilities of the position (Typically one sentence each) and examples of duties that must be performed to successfully accomplish key responsibilities. | |
| 1.) Ensure effective management of the project in line with the application package, workplans and other related project documents | |
| ***Example of Duties:*** | * Undertake day to day planning, coordination and management of all project interventions; * Ensure that project activities are carried out in accordance with national policies and with a culturally-sensitive and human rights based approach; * Maintain constant communication with the global project team; * In close collaboration with the project team implement any additional project related actions assigned by the Programme Analyst (Gender) that might be deemed appropriate for the implementation of UNFPA support |
| 2.) Ensure efficient use of the available financial resources of the project | |
| ***Example of Duties:*** | * Ensure application of proper internal control systems and processes in line with UNFPA financial rules and procedures and donor guidelines to facilitate financial monitoring and reporting; * Provide necessary support with preparation of annual operational budgets and reports in close collaboration with the project team; * Ensure that all supporting documents for financial transactions are adequately collected, stored and filed for the purposes of UNFPA and donor reporting |
| 3.) Coordinate provision of technical assistance, advocacy and information management | |
| ***Example of Duties:*** | * Ensure development of the TORs necessary for the external technical services needed for the purposes of successful project implementation; * Closely work with the country office gender team and the project team for preparing advocacy materials to effectively integrate GBV prevention and response into the national and local policy frameworks; * Provide necessary technical support to guide development, review and finalisation of project’s resource materials/guidelines in close collaboration with the project team; * Prepare monthly analytical reports on emerging issues regarding GBV prevention and response chain; * Provide necessary technical support to partner government institutions and other stakeholders to effectively implement all project interventions; * Provide necessary support to promote awareness regarding available GBV protection chain in close collaboration with the project team; * Document best practices to address GBV through increased social work case management to generate additional knowledge on the issue among all relevant partner institutions |
| 4.) Ensure strategic engagement, networking and collaboration with all project stakeholders and target beneficiaries | |
| ***Example of Duties:*** | * Prepare and participate in regular work planning and progress reporting meetings with the project team, donor and partners to identify inter alia response gaps in line with proposed work plan (including geographic coverage and programmatic scope) and seek solutions to fill gaps; * Maintain mutually beneficial working relationships with relevant government officials, CSOs, gender advisory groups, local authorities and international partners to ensure effective implementation of the project, achievement of project goals and objectives and information exchange and coordination in the area of GBV prevention and response; * Supervise the work of project consultants and sub-contractors in close collaboration with the project team |
| 5.) Ensure effective M&E and Progress Reporting | |
| ***Example of Duties:*** | * Develop a project monitoring plan and tools to conduct regular monitoring of project progress against agreed work plans and log-frames; * Monitor and report on all activities of the project in close collaboration with the project team; * Contribute to knowledge creation by continually documenting best practices, replicable strategies as well as lessons learnt and ensure wide dissemination of this information; * Regularly analyze trends to recommend appropriate actions for improved effectiveness of the project; * Assist UNFPA gender team in preparing regular progress and annual reports as needed; * Contribute to project evaluation assignments as needed |
| Supervisory/Managerial Responsibilities: Supervise the work of the Admin/Finance Assistant and Communications Assistant | |

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| V. Requirements: | |
| In this section, describe the qualification requirements of the position. | |
| ***Education*** | |
| Master’s degree in Social Work, Gender Studies, Human Rights or other related discipline | |
| ***Experience, Knowledge, and Skills*** | |
| **List:**   * At least 2 (two) years (with University Degree) of progressively responsible experience in project management including design, implementation, and monitoring of projects/programmes at the national or international level; * Experience with the projects on social work case management to support survivors of gender based violence and/or other vulnerable population groups will be considered an asset; * Adequate knowledge of national legal and policy frameworks/mechanisms on GBV prevention and response is an asset; * Fluency in English and Azerbaijani, both oral and written, is required. | |
| ***Expected Demonstration of Competencies*** | |
| ***Core : Full list of UNDP Core Competencies can be found*** [***here***](https://www.undp.org/sites/g/files/zskgke326/files/2021-12/CoreBehaviouralCompetencies.pdf) | |
| **Achieve Results:** | LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work |
| **Think Innovatively:** | LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking |
| **Learn Continuously** | LEVEL 2: Go outside comfort zone, learn from others and support their learning |
| **Adapt with Agility** | LEVEL 2: Adapt processes/approaches to new situations, involve others in change process |
| **Act with Determination** | LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously |
| **Engage and Partner** | LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships |
| **Enable Diversity and Inclusion** | LEVEL 2: Facilitate conversations to bridge differences, considers in decision making |
| ***People Management (Insert below standard sentence if the position has direct reports.)***  UNDP People Management Competencies can be found in the dedicated [site](https://www.undp.org/sites/g/files/zskgke326/files/2021-12/PeopleManagementCompetencies.pdf).  ***Cross-Functional & Technical competencies (insert up to 7 competencies)***   |  |  |  | | --- | --- | --- | | ***Thematic Area*** | ***Name*** | ***Definition*** | | Business Direction & Strategy | Effective Decision Making | Ability to take decisions in a timely and efficient manner in line with one’s authority, area of expertise and resources | | Business Development | Knowledge Generation | Ability to research and turn information into useful knowledge, relevant for content, or responsive to a stated need | | Business Management | Project Management | Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals | | Business Management | Monitoring | Ability to provide managers and key stakeholders with regular feedback on the consistency or discrepancy between planned and actual activities and programme performance and results | | Ethics | UN policy knowledge - ethics | |  | | --- | | Knowledge and understanding of the UN Staff Regulations and Rules and other policies relating to ethics and integrity | | | External Relations & Advocacy | Advocacy strategy and implementation | Ability to create and implement advocacy strategies which lead to impactful change | | External Relations & Advocacy | Relationship management | Ability to engage with a wide range of public and private partners, build, sustain and/or strengthen working relations, trust and mutual understanding | | |

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| **VI. Keywords** |
| Resource controlling  Advocacy Strategies  Decision Making  Relationship Management  Case management |

**How to apply: Please follow the** [**Link**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Festm.fa.em2.oraclecloud.com%2FfndSetup%2Ffaces%2Fdeeplink%3FobjType%3DIRC_RECRUITING%26action%3DICE_JOB_DETAILS_RESP%26objKey%3DpRequisitionNo%3D7516%3BpCalledFrom%3DFUSESHELL&data=05%7C01%7Caysel.ganbarli%40undp.org%7C71f01489cd7b46b163d208daddb75761%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638066076754765744%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WCFSRHoOmd%2ByjSXf61LICoFGVMfHlQnR1n8SWOlWegs%3D&reserved=0) **to submit online application**

**Deadline: 31 January 2023, 23.59 pm New York time**