



JOB DESCRIPTION

Job Title	Project Officer
Duty Station	UNFPA Moldova CO
Post Type	Project funded post, Project “Cervical Cancer Prevention in Moldova”
Contract Type	Service Contract
Position Level	Service Band 4, Quartile 1 (SB4.1)
Post Number	00123539
Starting date	01 February 2018
Duration of Contract	1 year (with possibility of extension until 30 June 2020)

1. Organizational location

The Project Officer will be located in the UNFPA Moldova Country Office (CO) or in the Mother and Child Institute and will report to the UNFPA Moldova Assistant Representative.

2. Job Purpose

Under the overall guidance and supervision of the UNFPA Moldova Assistant Representative, the Project Officer contributes to the effective and efficient implementation of the Project “Cervical Cancer Prevention in Moldova”, co-financed by UNFPA, United Nations Population Fund in the Republic of Moldova and the Swiss Agency for Development and Cooperation, Swiss Cooperation Office in the Republic of Moldova.

The Project Officer applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach and is instrumental in guiding and facilitating the delivery of the Project’s activities, monitoring results achieved during implementation and following up on recommendations.

The incumbent in the framework of Project implementation, establishes and maintains collaborative relationships with implementing partners, government and non-government counterparts, and development partners, including other UN Agencies, multilateral and bilateral donor agencies, ICCPA etc.

The Project Officer will communicate with the representatives of the Ministry of Health, Labor and Social Protection to ensure the implementation of the project in alignment with the Ministry policies and on-going reforms in the health sector. The incumbent also facilitates the work of implementing partners and consultants– both individuals and within relevant institutions.

The Project Officer works in close collaboration with the UNFPA Moldova Country Office staff (Programme, Operations, Communication), for effective achievement of the expected project outcomes, anticipating and resolving complex project-related issues. The incumbent is expected to exercise full compliance with UNFPA programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

3. Major Activities/Expected Results

- Under supervision of UNFPA Moldova Assistant Representative and in close coordination with the UNFPA Programme Analyst on Reproductive Health and Youth, the incumbent assumes full responsibility for and manage effectively and efficiently all project activities and resources (human, financial, physical / material assets, etc.) under the Project “Cervical Cancer Prevention in Moldova”, in order to meet expected results;
- Assist in development of annual activity and procurement work plans, as well as budgets, based on expected year-end outputs;
- In coordination with UNFPA staff, guides and supports routine implementation of assigned Project, closely monitoring project disbursement, expenditures, activities and progress in terms of achieving expected project outcomes, to ensure timely and efficient delivery in line with UNFPA policies and procedures, the approved project budget and agreed deadlines;
- Provide regular reports to the UNFPA Moldova Assistant Representative anticipating and flag any deviations from the work plans immediately, and presenting for consideration solutions for resolving complex project-related issues;
- Establishes and maintains collaborative relationships/ partnerships with Ministry of Health, Labor and Social Protection and its subordinated institutions, Project Implementing Partners, government and non-government counterparts, other UN Agencies (especially with WHO), multilateral and bilateral donor agencies, International Cervical Cancer Prevention Association (ICCPA), as well as with other SDC funded project in Moldova (if applicable);
- Be the main contact person for communication with Swiss Cooperation Office in the Republic of Moldova (SCO-Moldova).
- Identifies sources of technical knowledge and support among institutions and experts/consultants; build, motivate and lead a high performing team consisting of short-term experts/consultants and undertake personnel performance appraisals for the experts supervised/coordinated in the context of Project implementation;
- Provides technical and programmatic support to all Project Implementing Partners;
- Provides logistical support as needed in the context of Project implementation, planning and coordinating experts’ missions, trainings, consultation and advocacy meetings, review meetings, other project related events, prepare and issue contracts;
- Provide inputs and assistance to the monitoring and evaluation process of Project activities by participating in field visits, review meetings and relevant evaluation missions, developing and presenting Project-related progress and final reports;
- 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;
- Contributes 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;
- Contribute to the wide dissemination and visibility of Project achievements;
- Apply UNFPA programming tools and policies. Keep abreast of UNFPA programming practices and maintain an optimum level of knowledge by continuous learning;
- Perform necessary operations in Global Programming System module in ATLAS.
- Support the activity of the other colleagues in the UNFPA Moldova Country Office, ensuring the programme cohesion and synergy and pursuing integrated approach in Project implementation;
- Perform any other activities as required by the UNFPA Country Office management.

4. Work Relations

The Project Officer facilitates the work of implementing partners, consultants and experts in the context of the Project implementation, and establishes and maintains collaborative relationships with counterparts in government and non-government organizations, other UN Agencies, multilateral and bilateral donor agencies, ICCPA etc.

Internal contacts include the UNFPA Moldova Representative, UNFPA Moldova Assistant Representative, the UNFPA Moldova Country Office's programme, communication and operations staff.

External contacts include other UN Agencies in country, multilateral and bilateral donor agencies, national government and non-government counterparts, ICCPA, international and national experts and consultants etc.

5. Job Requirements

Education:

- Master degree or equivalent in public health, medicine, social science, education public administration and/or other related areas.

Knowledge and Experience:

- At least four years of relevant professional experience in the field of programme / project management, preferably in public health area;
- Prior experience in development assistance or related work for a donor organization, governmental institutions and/or NGOs, is a very strong advantage.

Languages:

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

Other Desirable 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 is required.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically

- Working in teams/ managing ourselves and our relationship
- Communicating for impact

Functional Skill Set:

- 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

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	<hr/> <Enter Incumbent's Name Here> <hr/> <Date>
Immediate Supervisor's Name & Signature	<hr/> <Enter Supervisor's Name Here> <hr/> <Date>
UNFPA Representative's Name & Signature	<hr/> <Enter Division Director's Name Here> <hr/> <Date>