



Job Description

Job Title:	Project Officer
Duty Station:	UNFPA Moldova CO
Post Type:	Project funded post, Project “Enhanced capacity of national institutions to undertake the Population and Housing Census”
Contract type:	Service Contract
Position Level:	Service Band 4, Quartile 1 (SB4.1)
Post Number:	00089855
Starting date:	01 October 2016
Duration of contract:	1 year (with possibility of extension until 31 st of December 2017)

1. Organizational location

The Project Officer is located in the UNFPA Moldova Country Office (CO) and reports to the Programme Analyst on Population & Development and Gender.

2. Job Purpose

Under the overall guidance and supervision of the Programme Analyst on Population & Development and Gender, the Project Officer contributes to the effective and efficient implementation of the Project “Enhanced capacity of national institutions to undertake the Population and Housing Census”. The Project Officer works in close collaboration with the CO team, Implementing Partners and national counterparts for effective achievement of results, anticipating and resolving complex programme/project-related issues and information delivery.

The incumbent applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach. 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.

The Project Officer analyzes and assesses relevant political, social and economic trends and provides inputs, project formulation, monitoring and evaluation, joint programming initiatives and national development frameworks. The incumbent also facilitates the work of consultants, advisors, experts – both individuals and within relevant institutions. The Project Officer establishes and maintains collaborative relationships with counterparts in government, non-

government, civil society and development partners, including multilateral and bilateral donor agencies.

3. Major Activities/Expected Results

- In close coordination with the Programme Analyst on Population & Development and Gender, assume full responsibility for and manage effectively and efficiently all project activities and resources (human, financial, physical / material assets, etc.) under the Project “Enhanced capacity of national institutions to undertake the Population and Housing Census” in order to meet expected results.
- Support project implementation for timely and efficient delivery of project outputs. Monitor project disbursements, expenditures and progress in terms of achieving results, to ensure delivery in line with approved project budgets and targeted delivery levels.
- Provide technical and programmatic support to Implementing Partners especially to Government authorities and civil society organizations.
- Identify sources of technical knowledge and support among institutions and consultants. Facilitate and help maintain databases on best practices, partnerships and consultant rosters.
- Establish, strengthen and monitor collaborative relationships and partnerships with other UN agencies, implementing partners, technical experts, government/non-government counterparts, academia, research and training institutions etc.
- Plan, schedule and co-ordinate travel and logistics for meetings, conferences and special events, prepare and issue contracts.
- Build, motivate and lead a high performing team consisting of short term experts.
- Apply UNFPA programming tools and policies. Keep abreast of UNFPA programming practices and maintain an optimum level of knowledge by continuous learning.
- Undertake personnel performance appraisals for the experts supervised/coordinated.
- Assist the Programme Analyst on Population & Development and Gender in the development of annual activity and procurement work plans as well as budgets based on expected year-end outputs, and assist in developing periodical project and other reports and close monitoring of activities and disbursements.
- Provide regular reports to the Programme Analyst on Population & Development and Gender and flag any deviations from the work plans immediately.
- Draft UNFPA, UN and donor partner reports and other reports as required.
- Contribute to the wide dissemination and visibility of project achievements. Support mechanisms for exchange of information, experience and lessons learned at the local and national levels.
- Draft country case-studies of pilot/best practice on project activities to share with colleagues and partners. Draft project summaries, articles, publications, speeches and presentations for delivery via journals, scientific meetings, public information events and in other fora.
- Perform necessary operations in Global Programming System module in ATLAS.
- Support the activity of the other colleagues in the office ensuring the programme cohesion and synergy and pursuing integrated approach in project implementation;
- Perform any other activities as required by the CO management.

4. Work Relations

The Project Officer facilitates the work of consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues.

Internal contacts include the Representative, Assistant Representative, the CO's programme/technical and operations team. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

5. Job Requirements

Education:

- Master's degree or equivalent in sociology, economics, population and development, demography and/or other related social science field.

Knowledge and Experience:

- At least four years of relevant professional experience at the national or international level in the field of development, preferably in programme/ project management.
- Previous experience in development assistance or related work for a donor organization, governmental institutions or NGO.

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.

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.

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)	_____
	<Enter Incumbent's Name Here>

	<Date>
Immediate Supervisor's Name & Signature	_____
	<Enter Supervisor's Name Here>

	<Date>
UNFPA Representative's Name & Signature	_____
	<Enter UNFPA Representative's Name Here>

	<Date>