

JOB DESCRIPTION

Project Officer on Generations and Gender Programme

Job title:	Project Officer on Generations and Gender Programme
Level:	SB 4.1
Position Number:	
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 31st of December 2020)

The Position:

Project Officer is coordinating the Generations and Gender Programme for strengthening the availability of data on demographic processes of the country, designing and providing to the Moldovan Government data-driven and rights-based policy scenarios in addressing demographic issues, based on GGS results.

You will report directly to the UNFPA Programme Analyst on Population and Development.

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:

The Project Officer on Generations and Gender Programme contributes to the effective and efficient implementation of the Project "Generations and Gender Programme" financed by the Ministry of Health, Labour and Social Protection and co-financed and implemented by UNFPA Moldova.

The project will focus on conducting the Generations and Gender Survey (GGS) in the Republic of Moldova, learning from experience of other countries in conducting this complex survey and using the GGS results in developing data-driven and rights-based policy scenarios on addressing

demographic changes. Along with national institutions, the Government will benefit from the expertise of the International Advisory Panel on Population and Development and the project will come-up with a set of policy interventions in demographic sector. The project results will support the implementation of the ICPD agenda and tracking the progress of the SDGs within the UN-Moldovan Government Partnership Framework.

You will work with UNFPA Moldova CO as well as with the Ministry of Health, Labor and Social Protection and National Bureau of Statistics and 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 document, 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 Population and Development to ensure alignment of the project activities with UNFPA strategic work at national level in the area of population and development and overall contribution to the UNDAF.

You would be responsible for:

A. Coordination of the Generations and Gender Programme in Moldova

- Lead project implementation for timely and efficient delivery of project outputs as per Project Document and Annual Work Plans.
- Maintain efficient communication between UNFPA and the Ministry of Health, Labour and Social Protection and National Bureau of Statistics, Implementing Partners and national counterparts for effective achievement of results, anticipating and resolving complex programme/project-related issues and information delivery, with profound knowledge of demographic changes, sociological surveys and rights-based policies.
- Present work-plans, periodic narrative progress reports and expenditures status reports to the Ministry of Health, Labour and Social Protection 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;
- Apply UNFPA programming tools and policies. Keep abreast of UNFPA programming practices and maintain an optimum level of knowledge by continuous learning.
- Contribute to the wide communication, dissemination and visibility of project achievements in an innovative manner.
- Ensure comprehensive planning and full engagement of national counterparts in conducting the GGS in Moldova, and addressing in a result-oriented manner any emerging issues
- Facilitate Government's participation at national, regional and global events for sharing the experience on GGS.
- Coordinate the research, policy research and development of policy scenarios based on GGS, in alignment with recommendations of the International Advisory Panel on Population and Development.

B. Ensure financial and administrative management of the project

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Assist the UNFPA Programme Analyst on Population & Development in the development of annual activity and procurement work plans as well as budgets based on expected year-end outputs;
- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare and submit project progress reports and expenditure and programme budget status reports;
- Perform necessary operations in Global Programming System module in ATLAS;
- Manage recruitment and selection process of individual consultants applying best practice HR tools and mechanisms;
- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Ensure that contractual processes follow the stipulated UNFPA procedures;
- Plan, schedule and co-ordinate travel and logistics for meetings, conferences and special events, prepare and issue contracts.
- Support the activity of the other colleagues in the office by ensuring the programme cohesion and synergy and pursuing integrated approach in project implementation.

Carry out any other duties for the Generations and Gender Programme as may be required by UNFPA leadership.

Qualifications and Experience

Education:

Advanced university degree (minimum Masters or equivalent) in demography, sociology, economics, population and development, statistics, public policies or related discipline.

Knowledge and Experience:

- 4 years of relevant professional experience at the national or international level in the field of demography, social development, public policy or sociology, preferable in project management of large-scale surveys and data-driven policy development.
- Previous experience in public policy, with focus on policy design, cost-benefit analysis, economic implications of social changes and development would be a distinct advantage.
- Previous experience in development assistance or related work for a donor organization, governmental institutions or NGO.
- 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.
- Experience in using STATA, SPSS or R would be an asset.

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

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <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
<p>Core Competencies:</p> <ul style="list-style-type: none"> • 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>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.