

Project Manager

Job title:	Project Manager
Level:	SB 4.2
Position Number:	00139494
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 14 October 2022)

The Position:

The Project Manager is responsible for effective and efficient management of the project “Strengthened Participation and Civic Engagement among Young People in Moldova”, supported by Swiss Agency for Development and Cooperation in Moldova (SDC) and implemented by United Nations Population Fund (UNFPA) in Moldova. The project manager will undertake a range of actions contributing to design, planning, management, implementation and monitoring of project activities.

The Project Manager will also substantively contribute to the effective implementation of the UNFPA activities within the area of youth development, participation and leadership. The project manager will coordinate and ensure the synergies between the project “Strengthened Participation and Civic Engagement among Young People in Moldova” and the project “Joint Fund for developing services for young people, including those most vulnerable”.

The project manager will report directly to UNFPA Assistant Representative.

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, implemented as part of the UNFPA 3rd Country Programme 2018 – 2022, complements the “Joint Fund for developing services for young people, including those most

vulnerable”, established by the Ministry of Education, Culture, Research, and UNFPA in December 2017 for a five years period. The Joint Fund will revamp the National Network of Youth Centers; position them as go-to centers at the local level for the out-of-school development and participation of young people. While the SDC project will strengthen the civic engagement and participation among young people, with active involvement of the Youth Centres.

You will have a key role in ensuring the effective coordination of interventions and synergy among the two projects. You will have to ensure management and implementation by applying the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNFPA rules and regulations. You will communicate with the representatives of the SDC to ensure the implementation of the project in alignment with the SDC priorities and will facilitate the work of implementing partners and consultants related to the project. It is expected that you maintain collaborative relationships with all programme and project staff from UNFPA CO. In close cooperation with UNFPA Assistant Representative, you will ensure achievement of project results (commensurate with the scope of the project).

You would be responsible for:

A. Ensure efficient project result based management:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Ensure the timely and efficient delivery of project outputs and products leading to the achievement of expected results;
- Within the strategic framework concerted with the national counterparts, prepare work-plans reflecting the scope of activities, timing, sequencing, cost and other inputs for the implementation of the project activities;
- Be responsible for the implementation of the project work plan according to indicators for achieving planned results, as well as for the overall management of the Project in accordance to prevailing UNFPA rules, regulations and procedures;
- Apply human rights and gender equality principles in programme planning, implementation, evaluation;
- Identify key performance indicators as well as develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top quality progress reports;
- Ensure the effective management of human resources pertaining to the Project, including staff, consultants and short-term experts; conduct periodic performance appraisals; build, lead and motivate a solid team of professionals; validate terms of reference for international and national consultants;

- Manage efficiently the financial resources of the Project, including budgeting and budget revisions, as well as expenditure tracking and reporting;
- Perform necessary operations in Global Programming System module in ATLAS.

B. Ensure efficient communication and collaboration with donors and national counterparts:

- Liaise with the national counterparts, donors, and the UNFPA office to ensure that project results are achieved and project resources are managed efficiently and effectively;
- Be the main contact person for communication with Swiss Agency for Development and Cooperation in Moldova;
- Present work-plans, periodic narrative progress reports and expenditures status reports to the SDC 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;
- Build partnerships with local public authorities, civil society organizations and other actors from the youth field;
- Lead and coordinate the organization of meetings, workshops, conferences, trainings, study tours and related activities relevant to the implementation of the Project.

C. Ensure high quality information and visibility of the project:

- Ensure high quality information and visibility of the project activities to the mass media and stakeholders;
- 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;
- Contribute 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.

D. Ensure high quality coordination of UNFPA interventions in the area of youth development, participation and leadership:

- Ensure effective coordination of interventions and synergy among SDC and MoECR projects;
- Support the Project Officer of the MoECR project in identifying priorities, overcoming challenges and working together on solutions;

- Supports advocacy and resource mobilization strategy in respective area by compiling and synthesizing relevant background material for use in discussions and public events. Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events.

Carry out any other duties as may be required by UNFPA leadership, which contributes to the project efficient implementation.

Qualifications and Experience

Education:

Master's Degree or equivalent of five years' University Degree in education, youth development, public health, public management, population studies, law, and/or other related social science field.

Knowledge and Experience:

- At least 5 (five) years of progressive working experience in the design, management and implementation of projects and programmes and/or working in a relevant position to this post;
- Experience in education, social and/or youth policies and development areas would be a distinct advantage;
- Prior experience in development assistance or related work for a donor organization, governmental institutions and/or NGOs, is a very strong advantage;
- Extensive experience in managing a multidisciplinary team;
- Strong interpersonal and organizational skills;
- Proficiency in current office software applications and corporate IT systems;
- Knowledge of ATLAS / PeopleSoft or other ERP system is an asset.

Languages:

- Fluency in Romanian and English 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.

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-oriented 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>