



JOB DESCRIPTION

Official Job Title:	Programme Coordinator – SRHR.	Duty Station: Kasulu, Kigoma
Grade (Classified)	NOC	Contract Type: Fixed Term
Position Number:	00011183	
Post Type:	Non-Rotational	Date: May 2018
Closing Date:	24 th May 2018	

1. Organizational Location

The incumbent will be stationed in Kasulu, Kigoma (at UNHCR office premises) and on a day to day basis, will coordinate the implementation of Sexual and Reproductive Health and Rights (SRHR), and Eliminating Violence Against Women and Children (VAWC) activities in Nyarugusu, Mtendeli and Nduta refugee camps; and in the local community. He/she will also attend all coordination/working group meetings and other critical forums where appropriate. The incumbent will be under the direct supervision of the Assistant Representative.

2. Job Purpose

The Programme Coordinator-SRHR provides support to the country office in: providing technical assistance to implementation, monitoring and supervision of the programme in Kigoma both development and humanitarian-funded SRHR and eliminating VAWC activities. The incumbent will be guided among others, by work plans with implementing partners and the UN Kigoma Joint Programme in support of the local community, while building collaboration with the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC) and other organizations working in Kigoma and in the Refugee camps, to monitor, document and report on the programme.

3. Major Activities/Expected Results

Partnerships and Coordination

- Work closely with Implementing Partners to ensure the timely implementation of the development and humanitarian work plans and identify and address any barriers to implementation.
- Participate in the Health and Protection Sub-Working Groups and ensure the integration of SRHR and Sexual and Gender based Violence (SGBV) priorities into development and humanitarian response plans and implementation.

- Liaise with other sectors (protection, water and sanitation, community services, camp coordination, etc.) addressing SRHR related priorities and concerns in humanitarian settings.
- Ensure that the Inter-Agency Reproductive Health (RH) coordination is in place as part of the Health Cluster by supporting the responding agencies to any emergency in coordination and implementation of the Minimum Initial Service Package (MISP) and assessing needs for a Reproductive Health focal person at each agency or sector.
- Provide support to the lead agency on coordinating implementation of MISP on positioning Reproductive Health under the health coordinating mechanism by reporting at the health coordination meetings and sharing any necessary information to facilitate the process.
- Coordinate RH interventions with other health actors and implementing partners by facilitating regular stakeholder meetings and sharing information on the availability of RH resources and supplies.
- Liaise with relevant partners to enhance RH services and commodities including Dignity kits for affected populations, assessing whether commodities are available and being used.
- Under the direction of the Deputy Representative and the direct supervision of the Assistant Representative, provide substantial input to develop a comprehensive SRHR and SGBV programme, including referral and reporting mechanisms, information sharing, coordination, and monitoring/evaluation.

Technical Leadership

- Provide technical support in relation to SRHR and SGBV in the preparation of Regional Response Plans, CAP, Flash and other appeal processes and documents.
- Work with relevant partners to develop and/or revise training materials according to the local context and implement relevant training sessions on the MISP and the Clinical Management of Rape (CMR), for different humanitarian actors.
- Provide technical input to the development of relevant advocacy and policy documents to address SRHR and SGBV in the context of a broader gender inequality lens.
- Arrange for the capacity building of partners to provide comprehensive SRHR and SGBV support services.
- Provide continuous advice and guidance to the CO on strengthening the development-humanitarian nexus of the program.
- Any other technical needs in support of UNFPA Tanzania's implementation of its eight Country Programme of Assistance (July 2016 – June 2022).

Monitoring and Evaluation

- Identify opportunities for UNFPA assistance and intervention.
- Assess the monitoring and evaluation systems for MISP implementation and develop a plan of action and timetable for all monitoring activities to be undertaken.

- Carry out regular visits to sites and to health units and service delivery points, to check the main needs and to ensure that partners are implementing high-quality programmes to respond to the SRHR and SGBV needs of the affected population.
- Closely work with the UNFPA Humanitarian focal person, Programme Analyst Adolescent Sexual and Reproductive Health and the UNFPA Monitoring and Evaluation Officer, develop appropriate checklists/ monitoring tools in coordination with the implementing partners.
- Work with the UNFPA Humanitarian Focal person to prepare and submit forecasting and preparedness needs.

Administrative and Miscellaneous Duties

- Contribute to monthly UNFPA Country Office Situation Reports
- Work closely with Operations staff members to ensure that activities are implemented within the allocated budgets and in-line with policies and procedures. Alerts in case of deviations.
- Regular follow-up with IPs on the timely submission of financial reports (FACE). Assist in budget revisions when needed.
- Write monthly work plans, monthly reports and other reports as needed or requested.
- Provide UNFPA with stories and anecdotes to be posted in newsletters, websites, press releases, and other visibility tools
- Assist in writing proposals and engaging in other fundraising efforts to support the CO Refugees Response Plan

Other duties as required

4. Job Requirements

- An Advanced University Degree in public health, family health, health research, global/international health, health policy and/or management, environmental health sciences, socio-medical, health education, epidemiology or other health related sciences is required.
- A minimum of 5 years of professional experience in humanitarian planning and management and/or in relevant areas of health care, health emergency/humanitarian preparedness, in a developing country is required. Relevant humanitarian field experience and having worked in any UN system agency or organization is an asset.
- Fluency of the local language of the duty station as well as proficiency in English.

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 relationships
- Communicating for impact

Functional Skill Set:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Good level of emotional intelligence, empathy and conflict management as well as negotiating skills.
- Analytical and strategic thinking, results oriented, commitment to excellence and able to work efficiently under high pressure.
- Planning, organizing and multitasking

Languages: Fluency of the Kiswahili language as well as proficiency in English; knowledge of French or any other UN working language is an added advantage.

6. How to Apply:

Applicants are kindly requested to apply through the online link below:

<https://www.unfpa.org/jobs/national-post-programme-coordinator-%E2%80%93-srhr> by 24th May 2018.

UNFPA has established an electronic management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy. Download the step and step guide to Applying in the E-Recruit System of UNFPA at <http://www.unfpa.org/employment>. Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS.