



JOB DESCRIPTION

POST TITLE:	Project Coordinator
CATEGORY:	ICS - 9 / NOB
POST TYPE:	Fixed Term
DUTY STATION:	Simiyu, United Republic of Tanzania
DURATION:	One year (renewable, subject to performance)
ORGANIZATIONAL UNIT:	Program
REPORTS TO:	Program Specialist, Health Systems
OPEN TO:	Tanzanian's only

1. Organizational Context and Location

The UNFPA Tanzania country office is in the process of recruiting a project coordinator for the Reproductive Maternal New-born Child health and Adolescent Health (RMNCAH) project. The position is based in Simiyu region with an overall objective of **strengthening the health system to reduce maternal mortality and morbidity in the region**. The candidate will be responsible for the implementation of the 2 year project (2017 – 2018) funded by KOICA and implemented by UNFPA in collaboration with the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC) and President's Office Regional Administration and Local Government (PORALG).

The Project Coordinator will be under the overall guidance of the Deputy Representative, and reports to the Program Specialist Health Systems, who provides technical and program support in the management of the project. The Project Coordinator is part of UNFPA programme as well as operations teams in Dar es Salaam, which provides integrated programme and technical support within a systems strengthening approach fundamental to UNFPA's overall strategy. S/he uses UNFPA and national systems and tools to deliver project results and works as part of the UN Delivering as One (DaO) to ensure that project priorities are central to national initiatives to promote social economic development of the people of Tanzania in line with the National Development Plan.

2. Job Purpose

Under the direct supervision of the Programme Specialist Health Systems, the project coordinator will be responsible in day to day implementation, monitoring and evaluation of the project by ensuring the project outcomes are in line with the government, UN DaO and UNFPA policies and procedures; use of appropriate mechanisms and systems and ensuring compliance with established procedures. The Project Coordinator supports government efforts in Simiyu to ensure that the health sector response to sexual and reproductive health, especially maternal newborn and child health including family planning challenges are both equitable and efficient. He/she will work in close collaboration with health sector partners at the subnational level (Simiyu RHMT and CHMTs) to jointly build the sector's capacity to achieve the results identified in health sector strategic plans. The Coordinator will also work closely with the UNFPA programme as well as operations teams, using UNFPA and national systems and tools to deliver development results.

3. Major Activities/Expected Results

I. Project Management:

The Project coordinator will manage the project and work with the implementing partners in Simiyu to guarantee the smooth implementation of the project by:

- a) Ensuring that all team members at the field office understand the scope of the project as well as what they are individually responsible for.
- b) Making schedules of what needs to be completed by what date, as well as of team meetings and coordinating the same with other members.
- c) Support development and timely submission of work plans and budgets from implementing partners.
- d) Compiling and maintaining quarterly project reports and minutes of meetings; and ensuring financial and narrative reports are received from all implementing partners on time.
- e) Communicating relevant information to UNFPA Country Office and to all team members at sub-national levels, such as change in schedule dates, changes in the project's requirements, unexpected hitches etc.
- f) Prepare and submit quarterly project reports (financial and narrative) accordingly and or as required by UNFPA and the donor.
- g) Ensuring regular reviews and adjustments are made based on operational matters to ensure optimum results. Bring to the attention of the supervisor/UNFPA management challenges in a timely manner and propose solutions and alternative strategies for achieving results.
- h) Contributing to the creation and sharing of knowledge by summarizing and documenting results, lessons learned and good practices from the implementation of the project.
- i) Participating actively in meetings and reviews and undertake monitoring missions to assess progress of implementation, including baseline and end line assessments, field monitoring visits, regional and district coordination meetings and other relevant partners forums.
- j) Coordinating activities with vendors and suppliers and maintaining relationships with them.
- k) Assisting the project leader/manager in various activities such as budget monitoring and in meetings with management.

II. Technical Support and capacity building

The Project Coordinator works with the Simiyu RHMT, CHMTs and civil society to strengthen regional and districts capacity by:

- a) Working closely with the RHMT and the six CHMTs and other strategic partners to ensure that high quality, relevant, and cost effective project interventions are implemented in line with national policies/plans in the areas of RMNCAH.
- b) Identifying gaps and priority areas of work in implementing the Simiyu RMNCAH project. This includes proposing reasonable review and recommendations for adjustment of activities where necessary.
- c) Identifying the capacity gaps and providing technical assistance and capacity building to the regional, districts and civil society partners to ensure the work plan is implemented within budget and in the prescribed time period.

- d) Serving as a resource of knowledge and information on matters related to RMNCAH, including human resources for health (midwifery workforce/skilled birth attendance), family planning and reproductive health commodity, youth friendly SRH service provision, emergency obstetric and newborn care (EmONC), community based health care systems and primary health care planning and management etc.

III. Coordination

The Project Coordinator ensures smooth communication between all partners and stakeholders in Simiyu including the government, civil society and partners by:

- A. Ensuring implementing partners working on related activities are communicating adequately with each other to minimize duplication and enhance synergies.
- B. Work closely with the regional and district health management teams, the government and other relevant partners in Simiyu to ensure effective planning, implementation and monitoring of the project activities and shared results.
- C. Communicating with partners implementing RMNCAH Programmes in Simiyu to identify effective solutions to common challenges.
- D. Participate in all quarterly coordination meetings at the project site to review project progress and address any bottlenecks.
- E. Contribute to the process of mid-year and annual programme reviews of the UNFPA programme in Tanzania through preparation of various documents and sharing of progress of implementation and lessons learnt.
- F. Contribute to national and regional meetings where Tanzania experience on project progress as well as challenges can be shared.
- G. Responsible in the overall management of the UNFPA field office in Simiyu.

Undertake any other assignments as may be requested by the supervisor and UNFPA Representative/management.

4. Work Relations

The Project Coordinator maintains collaborative relationships with both external and internal partners. External partners include staff of sister UN agencies and other NGOs/CSOs working in Simiyu and working contacts with implementing partners at the regional and districts level to exchange information and maintain partnerships.

Internal partners include primarily UNFPA Tanzania Country Office staff, including the Programme Specialist, the Programme Analyst, and the CO's programme and operations team to ensure provision of timely integrated programme and technical support to programme related issues.

5. Job Requirements

Education: Advanced University degree or its equivalent in any of the following fields: health, Medicine, sociology, anthropology and/or other related social science field. Advanced degree in public health is an added advantage.

Knowledge and Experience:

- Five years of increasingly responsible professional experience in development work preferably in programme management in sexual and reproductive health
- Substantive knowledge and practical experience in population, sexual and reproductive health, and gender programming
- Good understanding of the government systems, particularly in the social development areas
- Experience in working in a multi-cultural environment and at district and/or community level
- Strong results orientation, with proven experience in using results-based management tools
- Good analytical and strategic thinking and sound judgment; team building and advocacy skills
- Experience in programme/project planning, design, follow-up, monitoring and evaluation
- Strong verbal and written communications skills are a strong asset.
- Field experience

Required Competencies:

Core Competencies

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

Managerial Competencies:

- Providing strategic focus
- Engaging internal/ external partners and stakeholders
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment

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 programme

- Internal and external communication and advocacy for resource mobilization

Functional Competencies:

- *Results-based programme development and management* – Contributes to achievement of results through primary research and analysis and effective monitoring of programme/ project implementation. Uses analytical skills to identify opportunities for project development and participates in formulation of proposals ensuring substantive rigor in the design and application of proven successful approaches.
- *Innovation and marketing of new approaches* – enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.
- *Resource mobilization* – Provides inputs to resource mobilization strategies analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors.

Languages:

- Fluency in English and Kiswahili is required.

Computer skills:

- Proficiency in current office software applications.

Other Desirable Skills: Initiative, strong conceptual and analytical abilities, sound judgment, good communication skills, both oral and written, and strong interest in development work, especially the mission of UNFPA and dedication to the principles of the United Nations.

How to Apply:

Applicants are kindly requested to send their applications documents to the email below: tanzania.office@unfpa.org by **8th August 2017**.

Note: The application documents to be submitted include a copy of updated P11 Form and CV which is mandatory. P11 form can be accessed at <http://tanzania.unfpa.org/vacancies/p11>. The detailed Terms of Reference (TOR) is posted on the UNFPA Tanzania Country Office website accessible via URL <http://tanzania.unfpa.org/vacancies>

Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interviews.

