



Terms of Reference
United Nations Population Fund (UNFPA)

Post title:	Emergency Sexual and Reproductive Health Coordinator.
Salary Scale:	NOB
Duration:	2 months
Contract type:	Special Service Agreement Service Contract (SSA)
Duty station:	Kigoma, United Republic of Tanzania
Organizational unit:	UNFPA Tanzania
Closing Date:	14th August 2015

Organizational Setting:

There has been an influx of Burundian asylum seekers following the political unrest in Burundi since April 26, 2015. UNFPA Tanzania Country Office is playing a key role to respond to the reproductive health needs and sexual and gender based violence to the Burundian refugees and affected population.

UNFPA is the member of the UN Humanitarian Working Group and two sub groups of Health and Protection that works in coordination to respond to the humanitarian situation in the country.

Under the overall supervision of the UNFPA Tanzania CO Deputy Representative and reporting directly to the Assistant Representative, the incumbent will facilitate and coordinate the rapid implementation of RH programmes to address the reproductive health needs of the conflict affected population.

The Emergency RH Coordinator's duties should focus on supporting the country office in: providing technical assistance to implementation, monitoring and supervision of humanitarian-funded RH work plans with partners, building coalitions with the MOH and other organizations working in the Nyarugusu Refugee camps and Burundian refugee's sites elsewhere in Kigoma region, monitoring and evaluation, documenting and reporting on the programme.

Main Functions

The incumbent will serve as a member and will represent UNFPA in the Health and Protection Sub-Working Groups at field locations and at national as when necessary. More specifically, the incumbent will work closely with the Humanitarian focal person at the CO and under the guidance of the Assistant Representative in the following areas:

Partnerships and Coordination

- Work closely with Implementing Partners to ensure the timely implementation of 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 RH and SGBV priorities into humanitarian response plans and implementation.
- Liaise with the RH and SGBV staff from other agencies and organizations, including government, national and international NGOS and women's groups to ensure coordinated response to the RH and SGBV concerns or gaps identified.
- Under the direction of the Deputy Representative and the direct supervision of the Assistant Representative, provide substantial input to develop a comprehensive RH and SGBV programme including referral and reporting mechanisms, information sharing, coordination, and monitoring/evaluation.

Technical Leadership

- Provide technical support in relation to RH 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 local context and implement relevant training sessions on The Minimum Initial Services Packages (MISP) and Clinical Management of Rape (CMR), for different humanitarian actors.
- Provide technical input to the development of relevant advocacy and policy documents to address the RH and SGBV in the context of broader gender inequality issues.
- Arrange for the capacity building of partners to provide comprehensive RH and SGBV support services

Monitoring and Evaluation

- Identify opportunities for UNFPA assistance and intervention
- 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 RH and SGBV needs of the affected population
- Closely working with the UNFPA Humanitarian focal person 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 regular UNFPA CO Situation Reports
- Work closely with Operations staff members to ensure that activities are implemented within the allocated budgets. 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

Functional Competencies

- Planning, organizing and multi-tasking
- Logistical support
- Managing information and work flow
- Managing data
- Managing documents, correspondence and reports
- Job knowledge

Corporate Competencies:

Values/Guiding Principles

- Ability to work in teams, under pressure and for extra hours as the situation develops
- Ability to work in hardship areas
- Performance Management
- Communicating information and ideas
- Analytical and strategic thinking
- Results orientation/commitment to excellence
- Knowledge sharing/Continuous learning

Job Requirements:

Academic Requirements:

Master's degree in medical field, public health or related field

Experience:

- At least two years' experience in humanitarian emergencies.
- Awareness and demonstrable knowledge of reproductive health in Emergencies.
- Experience in programme management (in UN or NGO preferred)
- Knowledge, skill, and experience in participatory methods for community development and mobilization.

Languages:

Fluency in English is required and knowledge of French is an added advantage.

Computer skills:

Proficiency in current office software applications, particularly word processing, spreadsheets, internet and PowerPoint.

How to Apply:

Applicants are kindly requested to send their CV and P11 form which can be accessed through <http://tanzania.unfpa.org/drive/P11-UNFPA-Tanzania.doc> along with a cover letter to UNFPA's Office in Dar es Salaam by e-mail to tanzania.office@unfpa.org by 14 August 2015. Please indicate clearly in the cover letter the post reference, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interview.

UNFPA is an equal opportunity employer.

UNFPA aims at delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.