



UNITED NATIONS POPULATION FUND (UNFPA)

JOB DESCRIPTION

Vacancy Announcement

Position title:	National Project Professional Personnel (NPPP)
Grade:	Service Contract SB-4
Location:	PMORALG-Dodoma
Duration:	Initially one year
Organizational Unit:	UNFPA Tanzania Country Office
Reporting to:	Programme Specialist - Health Systems

Background: The National Project Professional Personnel (NPPP) post is located in Dodoma in the United Republic of Tanzania. The NPPP will work closely with the Sexual and Reproductive Health Team and the larger UNFPA Programme and Operations Teams. S/He provides overall support on programme and operational issues for the implementation of the two years programme (2015 to 2016) on Accelerating Maternal, New-born and Child Health in Tanzania Mainland, funded by RMNCAH Trust Fund in collaboration with UNFPA/UNICEF/WHO and the Ministry of Health and Social Welfare. The NPPP is part of UNFPA programme as well as operations teams in Dar es Salaam and PMORALG in Dodoma, 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 development results and works as part of the UN Delivering as One (DaO) to ensure that population issues are central to national initiatives to promote social economic development in the context of the the Sharpened One Plan and the Big Result Now (BRN) initiatives RMNCAH priorities.

Objective

The National Project Professional Personnel (NPPP) will provide technical advice, coordinate and oversee the implementation of the evidence and rights based programme and strengthening the RMNCAH planning, monitoring, and evaluation. The NPPP will be responsible for providing technical assistance to the UN support under the RMNCH Trust Fund support in line with the United Nations Development Assistance Plan (UNDAP) programme.

Work relations

Under the overall guidance of the UNFPA Assistant Representative and PMORLAG-Director, Health, Social Welfare & Nutrition, and direct supervision of the Programme Specialist – Health System, S/he closely work with PMORALG Directorate of Health, Wellbeing and Nutrition, UN H4 agencies (UNFPA, UNICEF, and WHO) in Tanzania Mainland, and working contacts with implementing partners at the different levels to exchange information and maintain partnerships. Internal partners include primarily Tanzania Country Office staff Salaam Country, including the Management Team and periodic contacts with programme and operation staff in Dar es Office to ensure provision of timely integrated programme and technical support to programme related issues

Duties and Responsibilities

- 1. Programme Management and Implementation:** The Programme Specialist will manage the programme and work with the implementing partners to guarantee the smooth implementation of the programme by:
 - Ensuring the development and timely receipt of annual and quarterly work plans and budgets from implementing partners.
 - Ensuring financial and narrative reports are received from PMORALG on time.
 - Ensuring financial and narrative reporting obligations to the RMNCAH Trust fund are met.
 - Regular review and adjustments on operational matters ensuring optimum results. Bring to the attention of UNFPA management challenges in a timely manner and propose solutions alternate strategies for achieving results.
 - Providing oversight and guidance to ensure activities in the agreed annual work plans are implemented in a timely manner, within budget and are of good quality. Anticipate challenges and manage them as they arise.
 - Contributing to the creation and sharing of knowledge by summarizing and documenting results, lessons learned success and good practices, strategies and approaches.
 - Participating actively in meetings and desk reviews and undertake monitoring missions to assess progress of implementation, including appropriate substantive and administrative follow-up actions including in the Health and Nutrition Programme Working Group and in the SWAp Technical Working Group and other MOSWH strategic working groups such as the National RMNCH TWG committee, Safe motherhood sub-committee, FP Technical Committee, and Commodity Security Committee, Regional and Districts Health Technical and Management Committees.
 - Assist to coordinate implementation of the UNDAF Health and Nutrition Outcomes of the United Nations Development Assistance Plan in selected regions and districts
 - Use of UNFPA programme policy and guidelines to appraise and provide technical input for the PMORALG's financial and programme quarterly, semiannual, and annual plans and reports
 - Participate in other RMNCAH activities as may be requested from time to time
 - Any other duties as may be requested
- 2. Technical and capacity building:** The NPPP works with government and civil society to strengthen national capacity by:
 - Working closely with the PMORALG and other national, regional, and district strategic partners to ensure that high quality, relevant, and cost effective programme interventions are implemented in line with both with national policies/plans as well as international best practice in the areas of RMNCAH.
 - Identifying gaps and priority areas of work to implement the Lake and Western Zone RMNCAH work plan. This includes appraising, making review, and recommendations for adjustment of activities where necessary.

- Identify the capacity gaps and provide technical assistance and capacity building to regional and district technical and management committees to ensure the work plan is implemented within budget and in the prescribed time period,
- Provide Technical Assistance to strengthen the region and districts technical and, management teams to deliver quality RMNCAH programmes in line with the health sector priorities.

Functional Competencies

- Strength in Results-based programme development and management
- Innovation and marketing of new approaches
- Leveraging the resources of national governments and partners/building strategic alliances and partners
- Advocacy/Advancing a policy oriented agenda
- Resource mobilization

Corporate Competencies

- Knowledge sharing/Continuous learning
- Values/Integrity/Commitment to mandate
- Valuing diversity
- Managing Relationships/Working in teams
- Communicating information and ideas
- Conflict and self-management
- Working with people/Empowerment/Developing people/Performance management
- Personal Leadership and Effectiveness
- Analytical and strategic thinking
- Results orientation/Commitment to excellence
- Appropriate and transparent decision making

Qualifications and Experience:

Education:

- Medical degree or bachelor degree in any of the following fields: Nursing, Sociology, Anthropology and/or other related social science field and
- Advanced degree in public health or development studies is desirable.

Knowledge and Experience:

- Prior professional experience of at least three years preferably in programme management in sexual and reproductive health in the public or private sector.
- Knowledge of the country's health sector policy and programming context and good understanding of the government systems, particularly in the social development areas and reproductive maternal newborn child and adolescent health programming.
- 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
- Fluency in oral English and Kiswahili and excellent writing skills in English are required.
- Candidate must be proficient in current office software applications.
- Strong analytical and strategic thinking and sound judgment; team building and advocacy skills.
- Able to promote teamwork between UNFPA and its partners as well as within the UN System.

- Experience in programme/project planning, design, follow-up, monitoring and Evaluation
- Dedication to the United Nations principles and demonstrated ability to work harmoniously in diverse teams

HOW TO APPLY

Applicants are kindly requested to apply through the link below:

https://jobs.undp.org/cj_view_job.cfm?job_id=61136 by **13 November 2015**.

Note: After initial submission, you will be prompted to upload your CV please upload a copy of updated P11 Form and CV which is mandatory. P11 form can be accessed at <http://tanzania.unfpa.org/drive/P11-UNFPA-Tanzania.doc>. The detailed Terms of Reference (TOR) is posted on the UNFPA Tanzania Country Office website accessible via URL <http://tanzania.unfpa.org>.

Kindly note that we will only be able to respond to those applicants in whom UNFPA has a further interest. Women and Tanzanians in the Diaspora are encouraged to apply. UNFPA offers an attractive compensation package commensurate with qualifications and experience.