



UNITED NATIONS POPULATION FUND

Closing Date: 26 June 2018 (Jerusalem time)
Post Title: Project Manager
Category: Service Contract SB – 4/2
Post Number: UNFPA- SC 2018-001
Duty Station: Jerusalem & Ramallah
Duration: One year with possibility of renewal

VACANCY ANNOUNCEMENT

Under the supervision of The Gender National Programme Officer at UNFPA, and in close coordination with the **Haya** Joint Programme Manager and the project teams of the participating UN organizations UNODC, UNHABITAT and UN Women, the Project Manager substantively contributes to the effective management of UNFPA in all aspects of Building Justice and Accountability for and with Women and Girls at the Community Level: Contributing to Ending Violence against Women in West Bank and Gaza Strip project implementation.

UNFPA, the United Nations reproductive health and rights agency, works to:

- End unmet need for family planning
- End maternal death
- End violence and harmful practices against women and girls.

“Haya: Eliminating Violence against Women in the West Bank and Gaza” Joint Programme:

Through generous funding from the Government of Canada, The UN Consortium composed of UNFPA, UNWOMEN, UNODC and UNHABITAT, has launched a new 5-years joint programme. The Joint Programme HAYA *“Ending Violence Against Women in the West Bank and Gaza Strip”* aims to ending violence against women with an ultimate outcome of reducing the vulnerability of women and girls in the West Bank and Gaza to all forms of violence and from the threat of such violence. This will be achieved through working on three intermediate outcomes focusing on:

1. Decreased harmful practices and attitudes that perpetuate and validate violence against women and girls within targeted households and communities;
2. Increased access by women and girls of gender-responsive ending violence against women services (economic, medical, psychosocial, security, shelter) free of discrimination; and
3. Strengthened institutional capacity to develop and implement legal and policy frameworks that promote and protect women’s and girls’ rights with regards to violence against women.

The Project Manager will be responsible for leading Pillar One on prevention and elimination of harmful practices and attitudes that perpetuate and validate violence against women and girls within targeted households and communities and managing the implementation of UNFPA’s component of the joint programme and will work closely with the Haya Joint Programme Manager and the project teams of UN Women, UNHABITAT and UNODC, in addition to the relevant partners and stakeholders, including Government, civil society, private sector, UN sister agencies and international organizations.

The Project Manager will apply established systems and procedures and assist in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to gender and gender based violence. He/she will contribute in facilitating programme/ project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

The Project Manager maintains collaborative relationships with all programme and project staff at the Country office

Duties and responsibilities:

- Lead and coordinate Pillar One on Prevention, and elimination of harmful practices and attitudes that perpetuate and validate violence against women and girls within targeted households and communities and manage the implementation of UNFPA component of the Haya joint programme.
- Expedite and coordinate project implementation through establishing collaborative relationships with executing and implementing agencies and supporting them technically and operationally. This entails day-to-day coordination with UNFPA country office staff, organization of and participation in steering meetings, UN coordination meetings, annual programme and project reviews, and the provision of technical, programmatic and managerial support to implementing partners.
- Assess and plan for operational and staffing requirements through participating in design and review meetings.
- Identify technical assistance needs for project from various sources including national institutions/experts, UNFPA advisors and international consultants; help organize technical missions to oPt and facilitate delivery of technical outputs.
- Monitor and evaluate project activities; analyze and report on progress in terms of achieving results, using standard GF monitoring and evaluation tools; identify constraints and resource deficiencies and recommend corrective actions; monitor project expenditures and disbursements to ensure delivery is in line with the approved project budgets and to realize targeted delivery levels. In this respect, he/she will develop work plans, conduct field monitoring visits to project sites, meet and liaise with project staff, participate in review meetings and evaluation missions and develop project progress reports.
- Ensure efficient management of financial resources through planning and tracking of available resources, exercising appropriate financial controls and ensuring corporate financial policies are met and reporting structures established and maintained.
- Provide full range managerial assistance to project partners to ensure quality management of UNFPA Funded sub-contracts and projects in coordination with relevant UNFPA staff.
- Draft work plans and works with partners on regular reporting based on agreed monitoring tools. Assist in preparation of tables based on relevant statistical data;
- Contribute to monitoring and evaluation of the project and programme activities in West Bank and Gaza Strip, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participation in review meetings and evaluation missions and drafting regular inputs to status and progress reports related to gender based violence;
- Analyze basic factors affecting the achievement of results, recommends corrective actions and follow up on recommendations;
- Track the project activities and events according to the project document and keep an up-to-date calendar of events;
- Contribute to the creation and sharing of knowledge by documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country office and drafting relevant materials for dissemination;
- Any other related duties as may be required.

Job Requirements:

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
- Knowledge sharing

Functional Skill Set:

- 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

Academic Requirements and Experience

- Advanced degree in social work or other social sciences, gender studies, international relations, international law, human rights or related field.
- At least 5 years professional experience, preferably in Gender/GBV programme Management in public or private sector.
- Fluency in oral and written English and Arabic.
- Proficiency in current office software applications.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

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 status.

Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by closing date and time for applications **Tuesday, 26 June 2018** (Jerusalem time). Only those short-listed for the position will be contacted.