



JOB DESCRIPTION

Official Job Title:	SRH Program Officer
Duty Station:	East Jerusalem
Grade (Classified)	NOA
Post Number:	
Duration	One year with possibility of renewal

1. Organizational Background

UNFPA is the United Nations sexual and reproductive health (SRH) agency. Its global mission is to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

Under the SRH programme in Palestine, UNFPA works to promote access to sexual and reproductive health and rights for all. This includes increasing access to quality and comprehensive SRH services, strengthen the capacity of local healthcare systems, health providers, and community organizations to deliver quality SRH services, promote gender equality, and respond effectively to issues related to SRHR, conduct research, data collection, and analysis to better understand the specific SRHR needs of the Palestinian population, enabling evidence-based programming and policy formulation, Increasing awareness and advocacy efforts regarding SRHR. In addition to fostering partnerships and collaborations with governmental bodies, civil society organizations, and community leaders to ensure a coordinated approach towards achieving SRH objectives, including interventions related to the humanitarian response for SRH.

2. Job Purpose / Major Activities/Tasks

Role Description:

Under the direct supervision of the UNFPA SRH Analyst - and in collaboration with the rest of the SRH team and other UNFPA programme areas (Adolescent & Youth, and Gender Based Violence) - the program officer will support the effective delivery of the overall works of the SRH portfolio of UNFPA Palestine, including ensuring the effective management of the UNFPA components of a joint project titled: *“Restoring and strengthening sexual, reproductive, maternal, neonatal, young children and adolescents' health (SRMNCH) in the*

Gaza Strip and West Bank” and ensuring linkages with *other* projects and programmes in the West Bank and Gaza. This role entails supporting the development and implementation of work plans, support UNFPA’s implementing partners in carrying out programme activities, ensuring alignment with UNFPA’s programme cycle and national development frameworks and/or humanitarian response plans, in addition to monitoring and reporting of activities in full coordination with the implementing partners, and providing technical support towards a coherent and comprehensive interventions. The Program Officer will also support the coordination of the SRH work with other colleagues and partners involved, liaising with UNFPA partners and other stakeholders, gather, analyze and synthesize data for monitoring and collective advocacy for SRH rights.

Duties and Responsibilities

Project management

- In collaboration with UNICEF, WHO, Government counterparts, NGOs and other partners, the Program Officer will formulate, integrate, and implement the joint project work plans, within UNFPA country programme, to ensure achievement of the project objectives, using a human rights-based approach. This entails day-to-day coordination with UNFPA staff, organization of and participation in relevant committee meetings, UN coordination meetings, annual programme and project reviews, and the provision of technical, programmatic and managerial support to implementing partners.
- Close follow up on the three major project outputs through monitoring project progress, establishing collaborative partnerships with implementing partners (IPs), technical experts, government counterparts and other UN agencies, to facilitate timely and efficient delivery of project outputs.
- Oversee achievement of project results by ensuring appropriate policies and procedures are applied by IPs and appropriate monitoring and oversight mechanisms, tools and systems are established and implemented.
- Ensure compliance with project monitoring and evaluation requirements, including the preparation of financial and narrative reports; identifying project constraints and recommend corrective actions; and monitoring project expenditures and disbursements to ensure delivery is in line with the approved project budgets and results and resources framework. S/he will conduct field monitoring visits to project sites, meet and liaise with project staff, participate in review meetings and evaluation missions.
- Support communications and advocacy on the project and SRH, including the collection and dissemination of success stories.

- Ensure the creation, collection and documentation of knowledge about the project through the analysis of the project strategies, approaches and ongoing experience for lessons learned, best practices, and use this knowledge for information sharing, planning future strategies, and possible project scale up.
- Work closely with UNFPA operations team, particularly finance, to ensure proper and timely financial follow up and reporting.

Technical and management Support to the overall SRH portfolio

- Support planning efforts of the UNFPA SRH program including regular assessment of needs and changes on the ground, develop and design new interventions/initiatives as needed.
- Participate actively in developing and reviewing of different country office joint proposals or specifically to SRH, highlight gaps and ensure smooth follow up with relevant focal points.
- Support the overall SRH programme implementation through establishing collaborative relationships with executing and implementing agencies and supporting them technically and operationally. This includes support planning and implementation of SRH interventions under the UNFPA humanitarian response plan, supporting preparedness to SRH needs, and strengthening the coordination with the humanitarian relevant clusters and working groups such as the SRH working group.
- Identify technical assistance needs for the SRH projects from various sources including national institutions/experts, UNFPA advisors and international consultants and facilitate delivery of technical outputs.
- Provide technical, programmatic and managerial support to implementing partners to ensure quality management of UNFPA funded sub-contracts, to ensure effective implementation and quality delivery of SRH services and rights in coordination with relevant UNFPA staff.
- Any other related duties as may be required.

3. Work Relations

The SRH Program Officer will maintain collaborative relationships with all operations and programme staff in the organization. S/he will work in cooperation with the rest of SRH team and other UNFPA staff based in Jerusalem, Ramallah and Gaza offices and those working remotely. Moreover, s/he will also maintain collaborative relations with external contacts including UNFPA governmental and civil society partners, I/NGOs and other stakeholders, participating agencies WHO, UNICEF and other relevant UN agencies in the country.

4. **Job Requirements**

Qualifications and Experience:

Education:

- Advanced university degree in Midwifery, Medicine, Public Health or any related field is a requirement.

Knowledge and Experience:

- At least 5 years of relevant work experience working with project/program management for SRH or public health projects is required
- Significant experience of results-based management and strategic planning.
- Experience partnering or working with a variety of partners, including governmental partners, civil society and international organizations.
- Previous experience with the UN organization is an asset;
- Strong technical understanding of the Palestinian health system.
- Ability to elaborate reports, document and disseminate good practices.
- Strong interpersonal and organizational skills.
- Fluency in written and spoken English and Arabic
- Computer literacy - Word, Excel, Power-point, etc.
- Strong interest and motivation for inter-agency coordination

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieve 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