UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them, and who commit to deliver excellence in programme results.

The Project manager will work under the supervision of the UNFPA Officer of adolescents and youth programme area.

The Project manager maintains collaborative relationships with all programme and operations teams and other UNFPA staff based in Jerusalem and Gaza.

Duties and responsibilities:

**Project Management Role:**

- 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.

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.

Track the project activities and events according to the project document and keep an up-to-date calendar of events;

Monitor and evaluate project activities; analyze and report on progress in terms of achieving results, using standard EU 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;

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;

Technical Support Role:

Under the guidance of the programme officer on Youth and Adolescents, support the development of a framework for operationalization of UN Resolution 2250 in Palestine;

Coordinate activities related to UN Resolution 2250 with national partners including both government and non-government stakeholders, and in particular youth-led organizations.

Help to maintain UNFPA’s leadership role in the area of Youth Peace and Security in Palestine by liaising with relevant UN agencies and NGO partners for the articulation of joint efforts and interventions;

Assist in advancing and expanding UNFPA’s youth work by identifying opportunities for growth and developing concept papers, proposals, and advocacy materials related to youth, peace and security and related issues.

Advise on linkages with other programmatic areas and on the incorporation of YPS concerns in Humanitarian-Development-Peace nexus discussions

Advance interagency efforts related to Youth, Peace and Security, by helping to ensure linkages and coordination with UN sister agencies’ activities related to UNSCR 2250 through the UN Theme Group on Youth, and by advising on UNFPA’s YPS related contributions to joint UN strategic/cooperation frameworks;

Any other tasks as reasonably assigned by the supervisor and/or UNFPA Representative.

Coordination Role:

Support UNFPA Palestine in its chairmanship of the UN Inter-agency theme group on youth, particularly as concerns issues related to Youth, Peace and Security;

Support the theme group’s efforts to partner and liaise with youth networks and organizations, including by advising on strategies for reaching vulnerable and marginalized young people;

Assist in the organization of joint events and campaigns relating to young people;

Support articulation of UN Cooperation framework, ensuring youth’s issues are well represented;

Represent UNFPA in the UN relevant groups; ensure incorporation of young people’s issues in joint UN surveys, assessment and strategic documents.
**Job Requirements:**

**Education:**
A master's degree in social work or other social sciences, public health, community health, international relations, international law, human rights or other field of relevance to the position.

**Knowledge and Experience:**
At least 5 years work related experience, preferably in Project Management, young people and civil rights programmes in public or private sector.
Significant experience of results based management and strategic planning
Previous experience of working with accountability to affected people will be an advantage
Strong technical understanding of young people’s issues
Sound teamwork competencies are essential; previous experience of training and capacities will be an asset
Ability to elaborate reports, document and disseminate good practices essential.
Previous experience with the UN is an asset;
Strong interpersonal and organizational skills;
Computer literacy - Word, Excel, Power-point, etc.
Good writing and communication skills.
Demonstrated ability to work within a team.

**Languages:**
Fluency in English and Arabic are required.

**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

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. UNFPA promotes equal opportunities for all including persons with disabilities.

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 **Sunday, 23 April 2023** (Jerusalem time). Only those short-listed for the position will be contacted.