



UNITED NATIONS POPULATION FUND

**Closing Date:** 17 November 2021 (Jerusalem time)  
**Post Title:** Project Manager  
**Category:** Service Contract SB – 4/2  
**Post Number:** UNFPA-SC-2021-004  
**Duty Station:** East Jerusalem  
**Duration:** One year with possibility of renewal

## VACANCY ANNOUNCEMENT

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths, end unmet need for family planning, and end gender-based violence and harmful practices. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

Under the supervision of the team lead for adolescents and youth programme area, the Project Manager substantively contributes to UNFPA's work on Youth, Peace and Security, most specifically strengthening youth political and civic engagement in the West Bank and Gaza Strip. UNFPA will be implementing a 3-year joint project supported by The European Union to enable youth to engage meaningfully in public life and in policy and decision making in Palestine. The project manager will ensure the effective management of UNFPA components under this project; including implementation of the UNFPA and joint project work plans; monitoring and reporting of activities in full coordination with the UN Theme Group on young people; and providing technical advice/support, towards a coherent and comprehensive response. The project manager will support UNFPA's implementing partners to carry out programme activities, ensuring alignment to UNFPA's programme cycle and national development frameworks. The project manager will support the work of the youth team of UNFPA Palestine, including coordination with other colleagues and partners involved. The project manager will liaise with UNFPA partners and active youth stakeholders, gather, analyze and synthesize data for monitoring and collective advocacy for youth's rights.

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;
- Any other related duties as may be required.

**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 UNFPAs 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](mailto:palestine.hr@unfpa.org) by closing date and time for applications **Wednesday, 17 November 2021** (Jerusalem time). Only those short-listed for the position will be contacted.