Programme Specialist, UN Coordination (FTA)

Job title: Programme Specialist, UN Coordination (FTA)
Level: NOC
Position Number: 32748
Location: Majuro, Republic of Marshall Islands
Full/Part time: Full time
Fixed term/Temporary: Fixed Term Appointment
Rotational/Non Rotational: Non Rotational

The Position:
The post of UN Coordination Specialist is located in the Republic of Marshall Islands (RMI). Four UN Organizations (UNDP, UNFPA, UNICEF and UN Women) have agreed on a UN Joint Presence System for Pacific Island Countries. Within this system, Coordination Specialists placed in each country are the primary liaison for coordinating the work of UN agencies and also serve as a focal point in the country for the Resident Coordinator and her/his office in Suva, Fiji, with a division of the work of 25% UNFPA Agency programming support and 75% UN Coordination Under the Memorandum of Understanding between the four UN agencies, UNFPA is responsible for the Coordinator Specialist in the RMI.

The incumbent reports through a matrix supervisory model to the UNFPA Assistant Representative and to the Resident Coordinator.

How you can make a difference:
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.

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.

Job Purpose:
The UN Coordination Specialist supports effective coordination of the UN programmes in line with the United Nations Development Assistance Framework (UNDAF) / United Nations Pacific Strategy (UNPS) and the respective Country Programmes of the United Nations agencies.

S/He provides inputs to the analysis and assessments of political, social and economic trends. S/he also provides coordination and management support to programme formulation,
monitoring and evaluation and joint programming initiatives in the context of the UNDAF/UNPS. S/He must effectively influence counterparts from diverse backgrounds to jointly contribute to advance the ICPD policy agenda and the post 2015 SDG agenda.

In the administrative area, s/he is expected to work closely with the programme and operational team of the Resident Coordinator’s Office and the UN agencies to deliver quality services to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented, results-focused proactive approach consistent with UN rules, procedures and guidelines in the delivery of the country programme, and providing support and guidance to the Representatives of the agencies and agency-supported programmes.

The incumbent will be supported by a Programme Assistant and is expected to provide oversight to the day-to-day clerical duties and other administrative support work provided by the PA. The rental and setup of an office space, logistics and other support requirements will be negotiated with the host government.

The scope of work might change as a result of implementing of the UN Development System Reform and the Multi-Country Office Review Recommendations. It might also mean a more focused support for UNFPA programming within the context of the UN Pacific Strategy.

**You would be responsible for:**

A. **Policy Dialogue and Coordination support**

Supports UN responses to policy dialogue with the national government and other partners focusing on achievement of the following results:

- Provides quality support to the government in the development of the SDG reports including analysis of progress towards meeting the SDGs as well as SDG-evidence based planning and policy making.
- Supports the incorporation of human rights, gender-sensitive and pro-poor policies into national plans and strategies, UN system initiatives and development frameworks relevant to the UN Pacific Strategy.
- Supports the assessment of capacity and identification of technical assistance and capacity development needs in these areas and provides advice on the suitability of capacity development programmes and projects to meet country needs; assist UN system initiatives and corporate requirements to address capacity needs of country.
- Coordinate, collate and analyze inputs from the UN Agencies to assist in policy dialogue and the incorporation of these policies into national plans and strategies, UN systems initiatives and development frameworks.
- Assist in effective coordination of UN agencies programmes, including administrative support to internal and external clients.
• Provides inputs to assessment of technical assistance needs in these areas and provide inputs on the suitability of programmes and projects to meet these needs.

• Facilitates joint/harmonized support to policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.

• Ensures appropriate UN presence on invitation to relevant national forums including Governmental and other relevant events in close collaboration with mandated UN agency and the RC Office (RC).

• Identifies entry points for UN support to national priorities in line with the relevant National Development Plans to achieve the SDGs, and as outlined in the UNDAF (UN Pacific Strategy).

• Keeps updated records of UN programming in the country and supports reporting to government entities in liaison with UN entities based in Fiji, Samoa and at Regional and Global Levels, amongst others through regularly participating in UNPS inter-agency meetings.

• Maintains close communication lines with UNFPA Pacific Office as well as with the UN Resident Coordinator.

B. Programme development, implementation and management

S/he has a lead responsibility for providing effective coordination and management of the other UN country programmes focusing on quality assurance from formulation, implementation to monitoring of the country programme In addition, s/he oversees the development, implementation and management of the UNFPA country programme. The area of work focuses on achieving the following results:

• Supports harmonization of inputs from the Joint Presence Office participating UN agencies and other partner UN agencies for the design and formulation of programmes and translation of UN priorities into local interventions. This includes compilation of relevant information and data and representing agencies interests at key in-country meetings with government and donors.

• Lead in UNFPA programme development, oversight of implementation and monitoring, establishing collaborative relationships with implementing agencies, experts, government counterparts and other UN agencies facilitating timely and efficient delivery of programme inputs toward targets with regular oversight of budgets and HACT assurance activities.

• Supports coordination of programme implementation with the implementing agencies; including introduction of performance indicators/ success criteria, targets and milestones.

• Supports harmonization of financial and substantive monitoring and evaluation of projects, identification of operational and financial problems, and development of solutions.

• Assists in the monitoring and evaluation of the programme impact, monitoring and analysis of the programme environment, and timely readjustments in portfolio.
• Provides regular reports on the development dialogue and political/economic development in the country as well as reports on achievement of programmes and project results and the effective utilization of financial and human project resources.

• Monitors through regular spot checks and analysis of quarterly reports on reproductive health commodity security support with the objective to maintain zero stock outs, in close cooperation with the UNFPA Sub-Regional Office

• Facilitates RC and joint UN missions by ensuring proper protocol, setting up meetings and manage other logistical arrangements as necessary.

• Gathers media information on issues that directly affect UN programmes and provide quarterly environment scans to the UN Resident Coordinator’s office, also in close collaboration with the Inter-agency task force on communication, based in Suva, Fiji.

C. Strategic Partnerships and Resource Mobilization

Assists in identifying strategic partnerships relating to the programme focusing on achievement of the following results:

• Assist the RC and the UN agencies in the coordination and management of strategic partnerships amongst the UN Agencies, IFI’s, government institutions, bi-lateral and multi-lateral donors, private sector, and civil society in the specific thematic areas based on strategic goals of UN Agencies, country needs and donor priorities.

• Coordinate and harmonize analysis and research information on donors, prepare donor profiles, assist in preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new programmes, and active contribution to the overall effort in resource mobilization.

• Support technical inputs from UN agencies for providing quality policy advice to the Government when needed and facilitate effective knowledge sharing, building and management among UN agencies in RMI and with the Fiji-based offices.

• Maintain positive relations with the Government of RMI, through updated information sharing and briefings to the Office of Chief Secretary, which seek to promote mutually beneficial partnership between RMI Government and the UN.

• Provides inputs and facilitates dissemination of UN media/press statements and other advocacy materials to ensure local (media) coverage and provide local access to UN information as and when required in close collaboration with Inter-agency task force on communication based in Suva, Fiji.

• Engage and support key national and development partners, and ICPD advocates in RMI, to advocate national priorities and commitments related to ICPD and SDGs in national, regional and international events.

• Assist any other UN agencies, resident or non-resident in the country and Pacific region as requested from time to time, with their programme and project related business in the country, on a cost recovery basis.
• Participates in both internal and external national, regional or global meetings as required by the Lead agency or RCO.

Qualifications and Experience

Education:
• An Advanced (Master’s) degree in Business Administration, Public Administration, Economics, Public health, Political Sciences, Population Studies, Education and/or related Social Sciences field.

Knowledge and Experience:
• Minimum of five (5) years professional experience preferably in programme/project management in the public or private sector.
• Substantive knowledge and practical experience in population, reproductive and sexual health programming.
• Sound knowledge of the social and cultural realities of the region.
• Strong research and analytical skills.
• Field experience is an asset.
• Familiarity with UN procedures and working methods, particularly with UNFPA’s agenda, policies and procedures is highly desirable.
• Proficiency in MS Office Packages, database management and the Internet.

Languages:
Fluency in English is required. Fluency in local Pacific language is an advantage.

Required Competencies

<table>
<thead>
<tr>
<th>Values:</th>
<th>Functional Competencies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Exemplifying integrity,</td>
<td>• Promoting accountability and results-based management,</td>
</tr>
<tr>
<td>• Demonstrating commitment to UNFPA and the UN system,</td>
<td>• Innovation and marketing development and management,</td>
</tr>
<tr>
<td>• Embracing cultural diversity,</td>
<td>• Impact and influence, Organizational awareness,</td>
</tr>
<tr>
<td>• Embracing change.</td>
<td>• Promoting organizational learning and knowledge sharing,</td>
</tr>
<tr>
<td></td>
<td>• Advocacy/Advancing a policy-oriented agenda,</td>
</tr>
<tr>
<td></td>
<td>• Leveraging the resources of national governments and partners/building strategic alliances and partnerships,</td>
</tr>
<tr>
<td></td>
<td>• Delivering results-based programmes;</td>
</tr>
</tbody>
</table>
• Internal and external communication and advocacy for results mobilization.

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.

Compensation and Benefits
This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.

Disclaimer
UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.