



We are pleased to announce the following vacancy:

VA JID 1611 – The interim Project Coordinator (Humanitarian)

CLOSING DATE: **Monday, 8 August 2016 at 15:00 hours Bangkok time**
CATEGORY: Individual Consultant Contract
DUTY STATION: Bangkok, Thailand
DURATION: From 1 September to 2 December 2016
ORGANIZATION UNIT: **Asia and the Pacific Regional Office**

Background

The Asia Pacific region is the most disaster prone region in the world and has many protracted and complex emergencies. In recent years, UNFPA has increasingly played a critical role in responding to both natural and manmade disasters which have increased in numbers and magnitude. In 2016 alone, UNFPA provided humanitarian assistance and response to Cyclone Winston in Fiji, and ongoing humanitarian interventions in Afghanistan, Bangladesh, Myanmar, Philippines, Pakistan among others. In line with UNFPA's strategic plan (2014-2017) and humanitarian commitments, the Asia Pacific Regional Office (APRO) is working closely with country offices and partners to improve efforts on addressing sexual and reproductive health (SRH), gender and gender based violence (GBV) within emergency preparedness, response and recovery.

APRO has received funds from the Australian Department of Foreign Affairs and Trade (DFAT) for Phase II of UNFPA's repositioning initiative in Asia Pacific. The project, titled "Repositioning of commodities for sexual and reproductive health in emergencies in Asia Pacific" will cover the Indo Pacific region, and span for 4 years from June 2016 to 30 May 2020.

A fixed term Project Coordinator will be recruited to manage this project over the course of the 4 year implementation period. The vacancy has been advertised and open until 29 July 2016. It will take a few months before the recruitment process is complete and the project coordinator arrives in APRO. In the interim, APRO will recruit an international consultant to serve as interim project coordinator and support key deliverables until 1 December 2016.

The consultant will support initial implementation of the DFAT funded repositioning initiative, Phase II.

Scope of Work

The interim Project Coordinator (Humanitarian) will support the Humanitarian Response Coordinator to implement the regional repositioning initiative. The primary tasks of the Project Coordinator are:

- Programme Development and Implementation including M&E
- Knowledge Management
- Partnership and Resource Mobilization

The interim Project Coordinator (Humanitarian) will coordinate with country offices to implement the annual work plan(s), prepare progress updates and annual reports, provide day to day support to the country offices and APRO, facilitate information-sharing between headquarters units (such as the Humanitarian and Fragile Context Branch, Procurement Services Branch, Commodities Services Branch

and others), APRO and country offices, support capacity building of country offices and national partners, monitor regional and country level activities associated with the project and contribute to APRO's work on emergency preparedness and response in the region.

A. Programme Development and Implementation

- Assist the RO in developing/implementing activities in line with the annual workplan (s) and results framework for the DFAT supported regional prepositioning initiative.
- Liaise with UNFPA country offices to prepare procurement plans
- Liaise with relevant headquarter units, APRO and country offices to facilitate quality assurance and the approval of procurement plans and prepositioning of supplies in select countries.
- Liaise with relevant units, APRO and country offices to pilot prepositioning of supplies in regional hub(s) such as UNHRD- Malaysia, Brisbane.
- Monitor supply distribution during an emergency and ensure appropriate usage and branding.
- Contribute to the design and implementation of capacity building efforts at regional and country level including through consultants (eg: MISP, logistics, RH kits) as per the annual workplan(s).
- Monitor the financial and substantive aspects of the prepositioning initiative, identify operational and financial bottlenecks, liaise with UNFPA units and develop solutions.
- Draft progress updates and annual reports and finalize for internal and external use.

B. Knowledge Management

- Serve as Focal Point on regional and national prepositioning of supplies, sharing knowledge and information and liaising with headquarters, APRO and country offices as needed.
- Help country offices document knowledge, good practices and lessons learned.
- Contribute to global/regional discussions on prepositioning (global LTAs, RH commodities WG etc)

C. Partnership and Resource Mobilization

- Participate in inter-agency initiatives related to emergency preparedness, eg the IASC (Inter Agency Standing Committee) regional network and the UN-ASEAN regional partnership.
- Prepare substantive briefs on possible areas of cooperation, identify opportunities for initiation of new projects as relates to preparedness/prepositioning, and actively contribute to the overall office effort in resource mobilization.

Work Setting

The duration of the consultancy will be from 1 September to 2 December 2016. The consultant will be based in UNFPA Asia Pacific Regional Office, Bangkok, Thailand

Monitoring and progress control

Consultant will be required to provide bi-weekly/weekly updates to the APRO humanitarian response coordinator, or as agreed.

Supervisory arrangements:

The Interim Project Coordinator (Humanitarian) will work under the overall guidance of the Programme Adviser and the direct supervision of the Humanitarian Response Coordinator as part of the APRO Programme and Humanitarian Support Team.

Expected travel:

The consultant may be required to travel occasionally to select countries, as needed to complete or oversee activity implementation.

Required qualification

Education:

- Advanced university degree in public health, sociology, economics, international development, public administration, management or other related field.

Knowledge and Experience:

- Five years of increasingly responsible professional experience of which at least three years is on programme management, including the development of workplans and results frameworks, and monitoring and reporting.
- Experience in working in humanitarian settings particularly with procurement and management of emergency supplies within the Asia Pacific regional context are strong assets.
- Well developed organizational and coordination skills and an ability to handle multiple tasks simultaneously and within limited timeframes.
- Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures, is highly desirable.
- Excellent Oral and written communication skills are required.

Contract Terms and Conditions

UNFPA will pay a consultancy fee appropriate to the tasks assigned and qualifications and experience required. When the individual consultant is required to travel on assignment, UNFPA will provide the air ticket (economy class) and the appropriate per diem by means of the applicable DSA at United Nations established rates.

How to apply:

Candidates should submit the following documents:

1. An application letter which states the candidate's motivation to apply for this post
2. A curriculum vitae, and
3. A completed United Nations Personal History (P 11)

All the above documents must be sent by e-mail to vac-robangkok@unfpa.org .

The P11 is available on the UNFPA websites at <http://www.unfpa.org/resources/p11-un-personal-history-form>

Please quote the Vacancy number **VA JID 1611 –The Interin project Coordinator (Humanitarian)**. The deadline for application is: **08 August 2016 at 15:00 hours Bangkok time**

UNFPA will only be able to respond to those applications in which UNFPA has a further interest.

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 balances gender distribution and therefore encourage women to apply.

We offer an attractive remuneration package commensurate with the level of the position.

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.

Date Issued: 25 July 2016

Date Closed: Monday, 8 August 2016, at 15:00 hours Bangkok time