



I. Position Information

Position:	Project Manager
Project:	Improving the system of social protection through the introduction of inclusive quality community-based social services
Hiring Department:	United Nations Population Fund (UNFPA)
Type of Contract:	Service Contract
Level:	SB 4, PEG 2
Duty Station:	Ashgabat, Turkmenistan
Period:	12 months (with possible extension)
Work type:	Full time
Reports to:	UNFPA Head of Country Office

II. Organizational Context

Position

The project Manager provides the overall management of the UNFPA part of the joint programme “Improving the system of social protection through the introduction of inclusive quality community-based social services” for 2020-2021 and contributes to the overall management of the gender portfolio of the country programme. This includes substantial programme management of UNFPA supported activities in the joint programme, gender programme portfolio as well as advocacy and technical support in policymaking. S/he is responsible for gender programme portfolio planning, implementation, monitoring and reporting, including joint programme initiatives in the support of national priorities, using integrated approach with other country programme components such as reproductive health and rights, and population data for development. The project Manager works in a collaborative manner with the UNFPA Country Office’s programme and operations staff, main stakeholders, and the UN agencies. The project Manager will be directly reporting to the UNFPA Head of Office in Turkmenistan.

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.

Four UN agencies, UNFPA, UNICEF, UNDP and UNODC under the overall coordination of the RC office are implementing a joint programme in Turkmenistan on community-based social services to make a transformative change in the current system of social service delivery in Turkmenistan, to reach out to the most deprived and vulnerable population and to address their specific needs. The programme will pilot a community-based social worker model engaged in the identification, assessment and case management as well as introducing specialized social services to meet specific needs and support people to live independent lives in their communities. UNFPA will implement the specific components of the joint programme related to addressing gender-based violence and supporting youth-friendly services as part of the community-based social services.

III. Main Tasks and Responsibilities

The project Manager will play a vital role in providing substantial contribution to the gender programme portfolio’s management of the country programme, working closely with a team of UNFPA country office, relevant UN Agencies, national counterparts and other partners.

She/he supports the Head of Office in strategic oversight of the gender programme portfolio, with responsibility for managing and implementing the programme component’s initiatives.

- Providing management leadership in the implementation of the UNFPA part of the community-based social services joint programme;
- Expanding and maintain a knowledge base and knowledge products as well as good practices, innovations and evaluative evidences to promote investments to achieve UNFPA transformative results and gender country programme portfolio’s results;
- Supporting the establishment of community of practice on gender equality issues to share the lessons learnt nationally and with key stakeholders.

- Providing substantive leadership in ensuring appropriate policies and procedures are applied oversight mechanisms and systems are established and implemented. This includes but is not limited to: development of work plans, monitoring activities implementation, monitoring programme budgets, disbursements and expenditures, including timely submission of narrative and financial reports;
- Coordinating actions with UNICEF, UNDP, UNODC and UN RC office for implementing the UNFPA component under the joint programme on Community-based social services for 2020-2021 including submitting reports timely.
- Providing programmatic and technical assistance to the gender programme portfolio through support to implementing partners, consultants, and UNFPA Country Office team;
- Reviewing the political, social and economic environment relevant to the gender programme portfolio and pursuing opportunities for UNFPA assistance and programme initiatives;
- Identifying, initiating and coordinating gender collaborative partnerships with potential implementing partners, experts, government counterparts other UN agencies and CSOs;
- Advocating and advancing UNFPA's policy agenda by participating in strategic advocacy platforms and public information events in support of the country office's advocacy and policy efforts on scaling up evidence-based models;
- Representing UNFPA in the inter-agency forums, including the UN Gender, Youth and Human Rights Theme Group for overall coordination and facilitation of joint UN work on Gender mainstreaming;
- Actively participating in resource mobilization efforts of the Country Office by ensuring identification of potential funding sources, donor profiling, preparation of funding concept notes, proposals, donor reports;
- Preparing relevant thematic background documentation, i.e. programme summaries, briefing notes, talking points, speeches and other communication materials as necessary;
- Developing TOR's for national and international expertise and support with hiring processes.
- Establishing and nurturing strong ties and positive communication with stakeholders, partners, including government and non-government organizations;
- Following up on evaluation and audit recommendations;
- Contributing to timely highlights of Community-based social services joint programme results at UNFPA Country Office's website;
- Undertaking other tasks assigned by the Supervisor.

IV. Key Performance Indicators

- Timely and quality programme implementation, monitoring and reporting;
- Timely and quality inputs to workplans and budgets;
- Adherence to UNFPA standards, rules and procedures;
- Timely monitoring and tracking of programme results and finances;
- Number of knowledge products developed.

V. Required Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Equality Issues and /or SGBV issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Programme formulation, implementation, monitoring and evaluation skills
- Knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings
- Good analytical skills
- Capacity to work effectively under deadline pressure and to take on a range of responsibilities
- Ability to work as a team member, presentation and communication skills

Good knowledge of issues and programming approaches to end sexual and gender-based violence and harmful practices

Academic Requirements:

Master degree or equivalent in social sciences, international relations, law, demography, development studies, gender/women's studies or related fields;

A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree

A project/programme management certification would be an added advantage.

Experience:

Minimum 5 years of progressive professional experience in the public or private sector in managing/implementing projects.

Prior experience in working with/or for international organizations is an advantage.

Experience coordinating and liaising with government agencies and/or donors is an asset.

Languages: Fluency in English, Russian and Turkmen;

Computer skills: Proficiency in current software applications.

Other: Excellent communication skills, accuracy, ability to work in a team.