

**I. Position Information**

<b>Position:</b>	Project Manager
<b>Project:</b>	<i>"Empowering and Engaging the Youth to Mitigate the Multi-Dimensional Threats of the Health Pandemic"</i> UN Joint Programme funded by the UN Human Security Trust Fund
<b>Hiring Department:</b>	United Nations Population Fund (UNFPA)
<b>Type of Contract:</b>	Service Contract
<b>Level:</b>	SB 4, PEG 4
<b>Duty Station:</b>	Ashgabat, Turkmenistan
<b>Period:</b>	12 months (with possibility of extension)
<b>Work type:</b>	Full time
<b>Reports to:</b>	UNFPA Gender and Youth National Programme Analyst

**II. Organizational Context****Position**

UNFPA is the Lead UN Agency as well as the Administrative Agent of the Joint Programme "Empowering and Engaging the Youth to Mitigate the Multi-Dimensional Threats of the Health Pandemic" of the Government of Turkmenistan and the UN and funded by the UN Human Security Trust Fund (UNHSTF). As such, UNFPA will coordinate the overall JP implementation among all participating UN Agencies – PUNOs (UNICEF, UNODC, IOM and UNFPA), with each PUNO remaining accountable for its share of the resources.

The Project Manager provides operational coordination to the UNHSTF Joint Programme and be directly responsible for the overall management of the UNFPA component of the Joint Programme. This includes the overall management of the JP implementation, monitoring and assessment, facilitating the consolidation of reports from the PUNOs serving as a key liaison person among PUNOs and joint UN and the Government Technical Working Group of the HSTF Joint Programme. This also includes substantial programme management of UNFPA supported activities in the joint programme, as well as integrated advocacy and technical support to the UNFPA's youth programme component. The Project Manager works in a collaborative manner with the UNFPA Country Office's programme and operations staff, main stakeholders, and the UN agencies and the Office of the UN Resident Coordinator. The project Manager will be directly reporting to the UNFPA Gender and Youth National Programme Analyst under the overall guidance and management of the 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 current 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, UNODC and IOM under the overall coordination of the RC office are implementing a joint programme in Turkmenistan on "Empowering and Engaging the Youth to Mitigate the Multi-Dimensional Threats of the Health Pandemic". As such, the overall goal of the JP is to empower and engage the youth in facilitating the implementation of the Immediate Socio-Economic Response Plan to acute infectious disease pandemic (SERP) to mitigate the negative impact of the global pandemic on the socio-economic situation in Turkmenistan, with particular focus on the most vulnerable groups in line with the principle of "leaving no one behind".

The Joint Programme is for the duration of 18 months and seeks to build the capacity of both government officials at the local level to implement SERP in their localities inspired by the human security approach in ways that are people centered and comprehensive. In addition, the programme targets the youth in selected regions to build their resilience and make them agents of change in their communities.

There are two objectives of the JP:

1. Enhancing the capacity of relevant state bodies and public organizations, including at national and regional levels,

to apply the concept of Human Security in the effective implementation of the SERP in order to protect the population against the multi-dimensional risks of the pandemic while engaging young people in inclusive decision-making platforms and processes.

2. Empowering the youth through enhancing awareness, capacities and skills to build social partnership with local authorities in the implementation of the SERP and enabling their engagement in social initiatives in line with the Human Security approach.

UNFPA is expected to perform a 'dual' role: As UN Lead agency and Administrative Agent to coordinate the Joint Programme as well as in its capacity as Participating UN Organization in charge of its component of the joint programme related to engaging young people based on the "intergenerational dialogue" approach to develop and implement community development and advocacy initiatives to help the elderly reduce their vulnerability to the risks of the global pandemic. This will include building the capacity of the youth to provide support and care to the older persons' resilience building Leba and Dashoguz velayats.

### III. Main Tasks and Responsibilities

The Project Manager will play a vital role in supporting UNFPA to carry out the role of the UN Lead Agency and Administrative Agent under the JP. In addition, he/she will support implementation of the UNFPA's part of the programme interventions as per the JP Work Plan, providing contribution to the youth programme component of the country programme, working closely with a team of UNFPA Country Office, relevant UN Agencies, UN Resident Coordinator's Office, national and velayat counterparts and other partners.

Under the overall guidance of the Head of Office and direct supervision of the UNFPA Gender and Youth National Programme Analyst, the Project Manager will be responsible for managing and implementing the JP initiatives and provide operational coordination to the UNHSTF Joint Programme:

- Liaising with UNFPA Headquarters to receive the funds from the UNTFHS and passing them on to PUNOs based on approved minutes of relevant steering committee meetings on their respective share;
- Providing overall programmatic, implementation and operational coordination in line with the Joint programme guidance and human security approach;
- Organizing meetings and consultations with all programme partners, including but not limited to Steering Committee and Technical Working Group meetings, to ensure integrated implementation of the programme;
- Facilitating the establishment of the appropriate governance structures and coordinating mechanisms for a successful human security programme at the national and community levels;
- Managing timely communication and consolidation of the inputs required from the implementing partners for the development of annual work plans, monitoring and evaluation plan, communications strategies, mainstreaming efforts as well as narrative and financial reports compiled and submitted to the HSU.
- Providing management leadership in the implementation of the UNFPA part as of the JP programme interventions as outlined in JP Work Plan;
- Expanding and maintain a knowledge base and knowledge products as well as good practices, innovations and evaluative evidences to promote investments to achieve UNFPA youth country programme component results;
- Supporting the implementation of the two collective outcomes of the JP in (1) raising the awareness and capacity of regional government authorities on the Human Security concept and its application at the regional levels (velayats) for the effective implementation of the SERP, and (2) empowering and engaging the youth in vulnerable communities to SERP implementation so that they can build their own and their community's resilience to the effects of the pandemic;
- Providing substantive leadership in ensuring appropriate UNFPA 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;
- Providing programmatic and technical assistance to the youth programme component through support to implementing partners, consultants, and UNFPA Country Office team;
- Reviewing the political, social and economic environment relevant to the youth programme component and pursuing opportunities for UNFPA assistance and programme initiatives;
- 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;
- 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;

- Contributing to timely highlights of Joint Programme results at UNFPA Country Office's and UN website;
- Undertaking other tasks assigned by the Supervisor.

#### **IV. Key Performance Indicators**

- Timely and quality programme coordination, implementation, monitoring and reporting;
- Effective inter-agency coordination of the JP and achievement of the overall JP Outcomes;
- 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 regarding youth programming issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

##### **Functional Competencies**

- Programme formulation, coordination, implementation, monitoring and assessment 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 youth development agenda

##### **Academic Requirements:**

University degree or equivalent in social sciences, international relations, law, demography, development studies, or related fields;

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.