

Job Opening Printable Details

▼ General Information

Job Opening ID: 3730
Job Opening Type: Standard
Posting Title: Project Coordinator (P-4), Malabo, Equatorial Guinea
Job Title: Coordinator
Job Family:

▼ Job Information

Created By: 847626 Sarah Dorothy ATIENO
Created: 29/04/2016
Openings to Fill: Limited
Target Openings: 1
Available Openings: 1
Establishment ID:
Business Unit: UNFPA UNFPA
Company: FPA UNFPA
Department: 41300 Equatorial Guinea - Malabo
Status Code: 010-Open
Status Reason:
Status Date: 29/04/2016
Desired Start Date:
Encumb Date:
Projected Fill Date:
Date Authorized:
Referral Program ID:
Recruitment Contact:

▼ Locations

Location Code	Location	Target Openings	Primary
1390	Malabo		Yes

▼ Recruiting Locations

Recruiting Area	Location	Target Openings	Primary
1005	West and Central Africa	1	Yes

▼ Positions

Position Nbr	Description	Primary
00110185	Project Coordinator	Yes

▼ Job Codes

Job Code	Description	Primary
166-11	Coordinator	Yes

▼ Job Postings

Description	Posting Type	Post Date	Remove Date	Duration
UNFPA Internet	External Posting	29/04/2016	13/05/2016	14

▼ Job Posting Description

Visible: External Only
Description Type: Rotation

Description:

This post is non-rotational.

DUTY STATION: Malabo, Equatorial Guinea

DURATION: One year (renewable)*

CLOSING DATE: 13 May 2016 (5.00 pm New York time)

[*] No expectancy of renewal in accordance with UN Staff Regulations 4.5]

Visible: External Only

Description Type: Organizational Setting

Description:

The Project Coordinator post is located in the country office and reports to the UNFPA Representative. Working closely with the Ministry of Health and Social Welfare, the post is responsible for coordinating activities of the Noble Energy EG Ltd-funded project on Maternal and Neonatal Mortality Reduction in Equatorial Guinea which contributes to achieving the Government of Equatorial Guinea 'Road Map for the Acceleration of the Reduction of Maternal and Neonatal Mortality in Equatorial Guinea, 2008-2025', as well as the 'National Economic and Social Development Plan "2020"'.

Visible: External Only

Description Type: Background Information

Description:

Working in close collaboration with the Ministry of Health and Social Welfare, Noble Energy and UNFPA country office, the Project Coordinator serves as the focal point and is responsible for the management and implementation of all project-related activities. S/He will head a team of ten internationally- and nationally-recruited staff, providing strategic advice and ensuring appropriate coordination with the private sector partner (Noble Energy), the Ministry of Health and UNFPA.

Visible: External Only

Description Type: Main Tasks & Responsibilities

Description:

A. Planning and management - Oversees the UNFPA project with Noble Energy EG Ltd on Maternal and Neonatal Mortality Reduction in Equatorial Guinea, and in supporting/facilitating this partnership:

- Provides technical and strategic guidance and oversees implementation of the project methodology that governs the project;
- Leads, coordinates, advocates and monitors achievement of the work plan activities related to this project, and manages the administrative/finance support staff and budget;
- Guides and prepares the annual review reports in consultation with the Project Steering Committee and the Project Advisory Committee Director/Project Steering Committee ;
- Contributes to the effective integration of project activities in national structures and services;
- Initiates the development of proposals on maternal health and identify potential donors to mobilize additional resources;Fosters and maintains partnerships with UN agencies and other partners in the area of reproductive health, particularly on maternal health, family planning, obstetric fistula, adolescent sexual and reproductive health, and reproductive health commodity and security for advancement of knowledge;

- Oversees/coordinates preparation of relevant briefing materials, position papers, and talking points related to the project for the use of UNFPA senior management.

B. Coordination and provision of strategic guidance and advice - Ensures coordinated actions are taken to address the UNFPA Strategic Plan outcome and the Government of Equatorial Guinea 'Road Map for the Acceleration of the Reduction of Maternal and Neonatal Mortality in Equatorial Guinea, 2008-2025', as well as the 'National Economic and Social Development Plan "2020"'.

- Provides substantive analysis and summaries to the UNFPA Representative on the progress, challenges, and lessons learned with regard to major aspects of the project;
- Guides and facilitates planning activities, meeting coordination, and report production, review and clearances;
- Leads the provision of technical guidance and executes the project methodology in close coordination with other projects supported by UNFPA at the country level;
- Participates in planning and implementation of UNFPA-supported activities at country level such as the organization of stakeholder meetings, and similar consultations.

C. Advocacy and resource mobilization - develops and strengthens partnerships, particularly with the private sector:

- Mobilizes increased commitment from donors in support of initiatives related to reproductive health, family planning and unmet needs;
- Advises the UNFPA Representative, the Regional Office and UNFPA senior management on policy and programme implications of the Noble Energy project, particularly in relation to innovative approaches.

D. Performs any other tasks as assigned by the UNFPA Representative.

Visible: External Only

Description Type: Required Competencies

Description:

Core

- Commitment to UNFPA Values and Guiding Principles;
- Developing People/Fostering Innovation and Empowerment/Performance Management;
- Team Work/Communication/Self-Management ;
- Strategic Thinking/Results Orientation and Commitment to Excellence/Decision Making;
- Knowledge Sharing and Continuous Learning

Functional

- Advocacy/advancing a policy-oriented agenda
- Innovation and marketing of new approaches
- Conceptual innovation in the provision of technical expertise and project management
- Leveraging the resources/commitment/building strategic alliances and partnerships
- Job knowledge/technical expertise

Visible: External Only

Description Type: Qualifications and Experience

Description:

- Advanced university degree in international relations, diplomacy, political science, management, public administration, communication or equivalent ;
- Seven years of relevant progressively responsible professional experience, including experience at the field and international level, preferably with previous experience with/exposure to the UN Common System;
- Experience in project design, management, and monitoring;

- Extensive network within the donor community;
 - Ability to build and influence cross-cutting teams to produce results;
 - Strong presentation, communication, and writing skills in Spanish and English required; working knowledge of French desirable.
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Visible: External Only

Description Type: Compensation and Benefits

Description:

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of living adjustment, housing allowance, home leave, health insurance and other benefits.

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Description Type: UNFPA Work Environment

Description:

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.

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Description Type: Disclaimer

Description:

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Notice to applicants: In accordance with the 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, are required to renounce such status upon their appointment. Exceptions to this rule are very limited and can be made only for: (a) stateless persons; (b) newly appointed staff members who have applied for citizenship by naturalization, when such citizenship will be granted imminently; (c) acting staff members in the General Service and related categories with permanent residency status, on promotion to the Professional category; (d) staff members appointed under a temporary appointment. Please understand that UNFPA is not in a position to provide advice on or assistance in applying for any citizenship.
