



Job Description

Job Title	National Post: Head of Field Operations Unit, NOC, FTA, Aleppo, Syria
Job ID	24694
Location	Arab States
Full/Part Time	Full-time
Regular/Temporary	Regular

How to Apply: Interested and qualified candidates can apply to the below link:

https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=24694&SiteId=1&PostingSeq=1

Rotation

This post is non-rotational.

Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF SYRIA.

Closing Date: 23 July 2019

Contract type: Fixed Term Appointment

Duty Station: Aleppo

Duration: one year renewable (*)

(*) No expectancy of renewal in accordance with UN Staff Regulations 4.5

Main Tasks & Responsibilities:

A. Management and Technical Leadership

- Manages and oversees day-to-day operations of field office.
- Oversees and manages the humanitarian, early recovery and development components of the UNFPA Programme operations in Aleppo.
- Promotes and facilitates inclusion of UNFPA mandate issues, in particular RH and GBV needs for the area, into Humanitarian Needs Overview, Syria Humanitarian Response Plan and other appeal processes and documents.
- Continuously conducts environmental scanning and analyses the situation to brief the UNFPA Representative and management team on the socio-economic and political conditions in the area and their implications for UNFPA-supported programs and activities.
- Provides technical and substantive support to implementing partners and state/local officials to facilitate achievement of UNFPA goals in the area.
- Supports and gives input to proposals for resource mobilization.
- Represents UNFPA in Area SMT, Area HCT and other UN forums.
- Supports GBV Sub-cluster's operations in Aleppo.
- Works with local media agencies to help publicize UNFPA's work through press releases, radio, articles, documentaries, and contributes to preparation of communication materials.
- Contributes in documenting of the best practices and approaches

B. Partnerships and Coordination:

- Initiates evidence-based advocacy and policy dialogue with relevant authorities, and pertinent institutions and agencies and advance UNFPA's policy-oriented agenda, including the inclusion of issues relating to reproductive health, youth and gender/ GBV.
- Conducts an inventory of humanitarian/development partners in the area, including national and international NGOs, and in cooperation with Damascus program units ensures that required actions are taken for the delivery of UNFPA humanitarian- and/or development-oriented assistance to the affected population.
- Works closely and systematically with key UN and other international stakeholders, to take into account reproductive health, HIV/AIDS, youth and gender/ GBV issues in their plans, programs and projects.
- Maintains solid working relationship and constantly shares information with UN agencies/partners, such as WHO, UNDP, UNICEF, WFP, OCHA and others.

C. Office Operations:

- Manages the Aleppo Field Operations Unit staff and in cooperation with CO operation units maintains oversight for the financial and administrative implementation of projects, in line with UNFPA policies and procedures.
 - Monitors and analyzes on a continuous basis, substantive, administrative and financial aspects of programmers/projects and organizes and participates in regular evaluation exercises.
 - Supports in tracking and monitoring UNFPA's reproductive health (RH) commodities, dignity kits etc., by establishing a monitoring mechanism/system that takes into account warehouse capacity, access, utilization rate, coverage and distribution.
 - Provides to the CO management team monthly work plans, monthly reports and other reports as needed or requested.
 - Carries out any other duties as may be assigned by Supervisor and management.
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Qualifications and Experience:

Education and Experience:

- Advanced degree in social work or other social sciences, public health, community health, international relations, international law, human rights or related field with minimum of five years of experience in social programming and program management, experience in reproductive health gender issues is an asset and their application in international humanitarian or development settings;
 - Or Bachelor's Degree with seven years of increasingly responsible professional experience in in social programming and program management, experience in reproductive health gender issues is an asset and their application in international humanitarian or development settings;
 - Experience in humanitarian coordination;
 - Knowledge of the humanitarian reform process and roles/responsibilities of humanitarian actors;
 - Demonstrable knowledge of reproductive health issues and/or protection issues in humanitarian settings, and of humanitarian emergency operations and roles/responsibilities of humanitarian actors;
 - Experience in program management;
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Required Competencies:

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity
- Embracing change

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

Functional Competencies:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based Programme
- Internal and external communication and advocacy for results mobilization

Managerial Competencies (if applicable):

- Providing strategic focus
- Engaging internal/external partners
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment.

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Compensation and Benefits

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of health insurance and other benefits.

Disclaimer

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