



Job Description

Job Title National Individual Consultant: Field Operations.
Location Deir Ez Zour, Homs, Hama, Lattakia, Tartours, Al Hassakeh, Raqqa, Southern Governorates, Syria
Full/Part Time Full-time
Regular/Temporary: Individual Consultant

How to Apply: Interested and qualified candidates can apply their CVs and Cover Letter to the email: hr.syria@unfpa.org

E-mails should be titled with the Job Title: National Individual Consultant: Field Operations.

Rotation

This post is non-rotational.

Background Information

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

Closing Date: 18 January 2022

Contract type: Individual Consultant

Duty Station: Deir Ez Zour, Homs, Hama, Lattakia, Tartours, Al Hassakeh, Raqqa, Southern Governorates

Duration: 6 months, full-time, extension is expected (*)

Supervisory arrangements: The consultant reports directly to the International Program Coordinator (IPC)

Tasks and Responsibilities:

The primary roles and responsibilities of the Field Operations Consultant include: supporting the implementation of UNFPA mandate issues, in particular Reproductive Health (RH) and Gender Based Violence (GBV) needs in selected governorate(s) and the surrounding areas. The consultant will to support to maintain partnerships with State/local authorities, UN system organizations, multi and bilateral international development agencies, civil society and local communities, and ensure availability of efficient and effective operations management services.

- Support the field office to conduct environmental scanning and analyses to brief the management team on the socio-economic and political conditions in the area and their implications for UNFPA-supported programs and activities.
- Coordinates with the programme and M&E unit to identify the needs, develop work plans, monitor programme implementation and evaluation UNFPA activities.
- Provides technical and substantive support to implementing partners and state/local officials to facilitate achievement of UNFPA goals in the area.
- Works closely and systematically with key UN and other international stakeholders, to take into account reproductive health, youth and gender/ GBV issues in their plans, programmes and projects.
- Coordinates with the Communication Unit to develop communication materials and ensures visibility of UNFPA and its donors.
- 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.
- Supports in tracking and monitoring UNFPA's reproductive health (RH) commodities, dignity kits etc. for the Area of Responsibility, by developing/implementing the 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.
- Monitors and analyzes on a continuous basis, substantive, administrative and financial aspects of programmes/projects and organizes and participates in regular evaluation exercises.
- Supports coordination with other actors and participates in coordination mechanisms including GBV SS, Health working group and AHCT.
- Supports and gives input to proposals for resource mobilization.

Qualifications and Experience:

- An advanced degree in social studies, public health, gender, international development or related field
- A minimum of 5 years of experience in social sciences and program management, including experience in reproductive health and/or gender issues and their application in international humanitarian or development settings;
- Experience in humanitarian coordination required;
- Knowledge of the humanitarian reform process and roles/responsibilities of humanitarian actors;
- Demonstrable knowledge of reproductive health issues and/or GBV/protection issues in humanitarian settings, and of humanitarian emergency operations and roles/responsibilities of humanitarian actors;
- Experience in program management required;
- Fluent in Arabic and English

Open to Syrian nationals only.

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview