

From: Vacancy [vacancy@unfpa.org]
Sent: Monday, January 21, 2013 3:51 PM
To: ALL STAFF; HR OUTREACH CONTACTS
Subject: Vacancy Announcement- Job ID-2175- Emergency Coordinator, Khartoum, Sudan, Arab States Region, ICS-12 (P-5)

We are pleased to announce the following vacancy:

VACANCY NO: Job ID 2175
CLOSING DATE: 4 February 2013 (5:00 p.m. New York time)
POST TITLE: Emergency Coordinator
CATEGORY: ICS-12(equivalent to P5)
POST NUMBER: 28523
DUTY STATION: Khartoum, Sudan
POST TYPE: Non-Rotational
DURATION: One year (renewable)
ORGANIZATIONAL UNIT: Arab States Region

DUTY AND RESPONSIBILITIES:

Under the overall direction of UNFPA Representative, the Emergency Coordinator (EC) will be responsible for developing, and managing emergency response programmes in Northern Sudan, including overseeing programmes in Darfur States and other North Sudan States. The incumbent is expected to ensure that emergency preparedness, interventions and response to the implications of conflicts and natural disasters are efficiently functional, and been integrated into the Country Office (CO) regular programming.

With UNFPA Representative's guidance, the EC will undertake the leadership role for the programme team both in the HRU in the CO, and at the state-level field support units. The EC will substantively contribute to the management of UNFPA activities in the areas of reproductive health and prevention and response to gender-based violence. Acting as an analyst/advisor, the EC will proactively provide the Representative and Deputy Representative with information on programme progress and achieved results of UNFPA- humanitarian programmes implementation, and provides innovative approaches for the synchronization of humanitarian and early recovery/development programme activities . Along this role, the EC will undertake the job tasks and activities in lieu with the regular country programme as per the following:

Programme leadership, strategic direction, coordination and management:

1. Represent UNFPA at UN Humanitarian Country Team (UN HCT), at peacekeeping fora, and other related activities;

2. Manage the Emergency Response Unit in Sudan Country Office in line with the country programme on RH and Gender, and oversee UNFPA's Humanitarian Programme and Field Units functionality in the three Darfur States including supervising a GBV Team Leader (ICS11), RH Programme Specialist and oversee emergency operations in order to ensure smooth financial management, procurement, logistics, sound budget management and timely reporting;
3. Introduce the concept and practical application of the emergency preparedness and contingency planning throughout North Sudan, including Darfur States;
4. Ensure the integration of all emergency response activities whether related to recurrent natural disasters, humanitarian crisis or conflicts into the regular Country Office programming;
5. Participate as appropriate in some of the major UNDAF/CP/CPAP/AWP development/review processes.
6. Provide technical assistance on humanitarian programming to all three Darfur Field Support Units, CO, and project offices in the targeted states of North Sudan;
7. Support adoption of results-based programming and problem-solving approaches for an effective programme management, and for efficient program implementation and service delivery along with the establishment of monitoring/evaluation systems;
8. Organize strategic planning exercises, and act as a resource person for the development of relevant strategic approaches in addressing priorities, identified gaps/ challenges in the context of the prevailing humanitarian situation in the Sudan;
9. Contribute to strengthening RH commodity security for humanitarian programme, advocate for, and undertake resource mobilization role with both government and donors alike in this regard;
10. Sustain an efficient approach on “Consumption-based Supply of RH Commodities” to prevent any commodity stock-out in the complex emergency situation, and strengthen the logistic capacity and the existing mechanism in respect to transportation, distribution, and reporting on utilization of UNFPA emergency RH kits, and other RH commodities in Darfur States;
11. Lead the RH Sub-Cluster coordination function as part of the Health Cluster at Khartoum level; Participate in Health Cluster meetings and activities, and provide updates on RH Sub-Clusters work and functionality in the three Darfur States, as well as contributing to gap/challenges analysis and identifying priorities for the Health Cluster.

Partnership, advocacy and evidence and knowledge development:

1. Participate in joint assessments/ strategic planning relevant to humanitarian response in Darfur and other North Sudan States; undertake field missions to Darfur and North Sudan States and regularly meet with RH partners on the ground;
2. Advocate for, and contribute to strengthening the multi-sectoral inter-agency coordinated approach to prevent, and respond to GBV among all partners working at complex emergency areas, and backstop GBV Team Leader on GBV sub-cluster functions and other related issues and programme activities;
3. Ensure evidence-based programming by supporting RH needs assessments as well as other studies/surveys, such as KAP survey among affected population and host communities; Prepare strategic documents, including recommendations to the CO and UNFPA Headquarters; contribute to the documentation of best practices and

approaches for UNFPA's knowledge sharing and communication within the UN system and with external partners on RH in conflict and post-conflict situations.

Resource management and mobilization

1. Take the leadership in the development of proposals for the Common Humanitarian Fund (CHF); contribute to the mid-year review and year-end review of CHF funded proposals under Health Sector/ Cluster;
2. Participate and contribute to the development of the Consolidated Appeal Process (CAP) along its different stages from planning to reporting; and ensure that activities on prevention of, and response to GBV and RH programming are integrated into humanitarian response; and contribute to the mid-year review and year-end review of Health Sector/ Cluster plan's implementation under UN Work Plan (CAP)
3. Guide developing humanitarian response proposals, monitor implementation, and review progress reports, supporting the implementation of MISRP related activities; Provide technical assistance on humanitarian programming to all three Darfur Field Support Units, CO, and project offices in the targeted states of North Sudan;
4. Participate in fundraising effort and resource mobilization for humanitarian programming through approaching bilateral donor in collaboration with the different sections in the CO, in UNFPA Headquarters and other UN partners; and support Darfur Team Leaders and other humanitarian staff to draft proposals in accordance to the resource mobilization plan
5. Perform any other duties assigned by the UNFPA Representative .

Carry out any other duties as may be required by the Office of the Regional Director or by the Regional Deputy Director.

CORE COMPETENCIES:

1. Values/Guiding Principles/Performance management
2. Developing People/Fostering Innovation and Empowerment
3. Working in teams
4. Communicating information and ideas/Knowledge sharing/ Continuous Learning
5. Self-management/Emotional intelligence and Conflict management/Negotiating and resolving disagreements
6. Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence

FUNCTIONAL COMPETENCIES:

1. Advocacy/Advancing a policy-oriented agenda
2. Results-based programme development and management
3. Leveraging the resources of national governments & partners/building strategic alliances and partnerships
4. Innovation and marketing of new approaches
5. Resource mobilization (Programme)
6. Job knowledge/technical expertise

QUALIFICATIONS AND EXPERIENCE:

1. Advanced University degree in Medicine/Health sciences, Public Health, International Relations, Demography, Economics or Political Science. Proficiency in current office software applications;

2. Proficiency in current office software applications;
3. 10 years of relevant professional experiences in humanitarian technical assistance, programming and management in reproductive health, public health and gender issues, of which 7 years should be at the international level.
4. Fluency in English required; Arabic is desirable.

How to apply:

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy. Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at http://www.unfpa.org/employment/application_guide.doc.

Please print out the Guide for your reference during the registration and application process.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

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.

ⁱ No expectancy of renewal in accordance with UN Staff Regulations 4.5