

From: Vacancy [vacancy@unfpa.org]
Sent: Monday, July 01, 2013 6:16 PM
To: ALL STAFF; HR OUTREACH CONTACTS
Subject: Vacancy Announcement- Job ID 2283- Humanitarian Coordinator, Manila, Philippines, Asia and the Pacific Region, ICS-10 (P-3) (Temporary Appointment)

We are pleased to advertise the following vacancy:

VACANCY NO.: Job ID 2283

CLOSING DATE: 16 July 2013 (5.00 p.m. New York time)

POST TITLE: Humanitarian Coordinator

CATEGORY: ICS-10 (equivalent to P-3)

POST NUMBER: 81852

POST TYPE: Non-Rotational

DUTY STATION: Manila, Philippines

DURATION: 364 days (Temporary Appointment)ⁱ

ORGANIZATIONAL UNIT: Philippines Country Office, Asia and the Pacific Region

ORGANIZATIONAL SETTING:

Under the overall supervision of the UNFPA Country Representative and the immediate supervision of the UNFPA Assistant Representative, the Humanitarian Coordinator will assist the Country in the planning, management, coordination and implementation of humanitarian interventions, including rapid assessments, resource mobilization, staffing, and technical areas of intervention. The incumbent will provide direct support to areas affected by crises in all phases of the response and in consultation with the Country Representative, will closely work with authorities, humanitarian agencies, civil society and local counterparts to provide humanitarian assistance to crisis affected communities.

JOB PURPOSE

More specifically, the Humanitarian Coordinator is expected to perform the following responsibilities depending on the length of assignment and phase of the crisis.

1. Take the lead in the management of UNFPA Country Office's (CO) humanitarian response during disasters and armed conflicts;
2. Prepare RH/GBV contingency plans and ensure integration in overall UN contingency plans; and
3. Ensure integration of humanitarian response into the CO's annual program.

MAJOR ACTIVITIES/ EXPECTED RESULTS:

A. *Programme Development and Implementation*

- Advise the UNFPA CO (when applicable) on humanitarian response matters; assist in the preparation for and participate in coordination meetings relating to emergency response, and ensure follow up;
- Oversee the procurement of emergency RH kits and other commodities (such as dignity and hygiene kits), and monitor their distribution and utilization by the end user;
- Be responsible in the preparation of situation reports and 3Ws during emergencies;
- Support or develop initiatives targeting adolescent RH needs in crisis;
- Liaise with UNFPA ROs, SROs and HQ units to share information, provide necessary updates and seek guidance as necessary;
- Identify areas of collaboration with humanitarian agencies and national counterparts to address RH, HIV/AIDS, youth, gender and GBV issues in their plans and programmes; and
- Liaise with community organizations, faith-based organizations, and community leaders to increase their participation in the process of humanitarian planning, monitoring and evaluation activities.

B. *Rapid Assessments/field visits*

- Participate and ensure inclusion of RH, GBV and gender concerns in joint UNCT/UNDAC missions and other rapid assessments;
- If applicable, visit Refugee/IDP and host communities and conduct in-depth interviews with camp managers, UNHCR and other agencies present on the ground to gather information on the immediate needs of the people and the services to be provided; and
- Undertake missions and assessments as appropriate to recommend strategic approaches and to address issues, such as RH, HIV/AIDS, gender, GBV, mental health and psychosocial issues, data and young people.

C. *Orientation / Training*

- Orient Country Office on Humanitarian Reform and UNFPA's role within the reform, especially as it relates to the Cluster Approach and the contents CERF Life-Saving Criteria and provide overall orientation on UNFPA's humanitarian mandate;

- Orient UNFPA staff, humanitarian workers and key counterparts on reproductive health in emergencies (RH kits, MISP); and
- Familiarize/orient the CO with existing rapid needs assessment tools.

D. *Coordination*

- Coordinate CO's various interventions and represent UNFPA at Cluster / Working Group coordination meetings to share knowledge and ensure comprehensive understanding;
- Ensure inclusion of UNFPA mandate through participation in existing Clusters, and/or, if appropriate, assist in the establishment of working groups to address RH, GBV and gender; and
- Liaise with other sectors/Clusters (such as health, protection, WASH, camp management, education, logistics, early recovery) to ensure inclusion of relevant MISP elements in their cluster response.

E. *Communication/ Reporting*

- Assist the CO in preparing relevant advocacy materials and updates for relevant stakeholders and partners including donors;
- Work with UNFPA media focal points to help publicize UNFPA's work via press releases, articles, documentaries, TV interviews and radio;
- Assist in providing regular updates to OCHA and/or Cluster leads on UNFPA's humanitarian interventions to be included in situation reports (i.e. OCHA SitRep and 3Ws); and
- Track and regularly update supported humanitarian interventions (i.e. status of funding proposals, distribution of supplies, training).

F. *Resource Mobilization/Humanitarian funding*

- Advocate for inclusion of ICPD PoA in emergency response and ensure UNFPA is well positioned in resource mobilization efforts, including humanitarian funding mechanisms such as CAP/Pooled Funds/Common Humanitarian Funds/Flash Appeal/ CERF/ERF).
- Identify and organize meetings with in-country donors to discuss resource mobilization;
- Prepare proposals for submission to donors; and
- Perform other duties that may be assigned by the Country Representative.

CORE COMPETENCIES:

- Values/Guiding Principles

- Integrity/Cultural Sensitivity/Valuing Diversity/Commitment to Mandate
- Developing People/Coaching and Mentoring/Performance Management
- Working in teams/Communication/Self-Management/Emotional Intelligence
- Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence/ Knowledge Sharing/Continuous Learning

FUNCTIONAL COMPETENCIES:

- Advocacy/Advancing a policy-oriented agenda
- Results-based programme development and management
- Leveraging the resources of national governments & partners/Building strategic alliances and partnerships
- Innovation and marketing of new approaches
- Resource mobilization
- Job knowledge/Technical expertise

JOB REQUIREMENTS:

- Advanced University degree preferably in medicine, public health, social sciences, international relations or related field
- 5 year of relevant professional experience in coordinating, developing and implementing humanitarian interventions in crisis settings
- Knowledge of the humanitarian reform process and roles/responsibilities of humanitarian actors
- Experience with MISP implementation and RH Emergency Kits
- Strong analytical, coordination and organizational skills
- Fluency in English is required. Working knowledge of another official UN language is desirable.

UNFPA provides a work environment that reflects the values of gender quality, 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.

We offer an attractive remuneration package commensurate with the level of the position. The package includes a competitive salary plus housing allowance, home leave, health insurance and other benefits.

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>

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