



## **JOB DESCRIPTION**

**for the position of Project Manager, UNFPA Armenia Country Office**

<b>Job title:</b>	<b>Project Manager</b>
<b>Position Number:</b>	
<b>Location:</b>	<b>Yerevan, Republic of Armenia</b>
<b>Full/Part time:</b>	<b>Full-time</b>
<b>Contract type:</b>	<b>Service Contract (SB4.1)</b>
<b>Contract start date:</b>	<b>24 February 2020</b>
<b>Duration:</b>	<b>1 year (with possibility of extension until 31 December, 2022)</b>

### **The Position:**

The Project Manager will be located in UNFPA Armenia Country Office (CO). Under overall guidance of the Assistant Representative and direct supervision of UNFPA Armenia CO Gender Programme Analyst, the Project Manager substantively contributes to the UNFPA activities in the area of gender equality.

The Project Manager, in close cooperation with UNFPA Armenia office, as well as the European Union, represented by the European Commission will carry out overall daily management and implementation of the activities, in accordance with the "Future Today: Empowering women, youth and children for deepening democracy in Armenia" Project Document, Work Plan, and the Budget.

As the resources and ideas that local women can offer are poorly utilized, which is negative for both local economic growth and political progress, this component will tap the full potential of women for the benefit of women themselves and the society generally. The project will provide women with an opportunity to design activities based on their needs and will activate a support circle established by women for women. This component will scale up the model of resource centres for women in Armenia and make them more inclusive, which proved to be the most effective base for engaging women in sustainable local and regional development. As the development gap is huge among the regions and the capital, the action will focus mainly on the regions. Moreover, the project will aim at tackling the identified challenges by building capacity of local NGO's and institutions for engaging men and boys. Identified and trained local NGOs and institutions will serve as the main advocates for promoting the change and making gender transformative approaches more sustainable.

### **How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.



UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

Under the overall guidance of the Assistant Representative and direct supervision of UNFPA Armenia CO Gender Programme Analyst, the Project Manager contributes to the effective and efficient implementation of the Project “Future Today: Empowering women, youth and children for deepening democracy in Armenia”.

The Project Manager applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach and is instrumental in guiding and facilitating the delivery of the Project’s activities, monitoring results achieved during implementation and following up on recommendations.

The incumbent in the framework of Project implementation, establishes and maintains collaborative relationships with implementing partners, government and non-government counterparts, and development partners, including other UN Agencies, multilateral and bilateral donor agencies, etc.

The Project Manager works in close collaboration with the UNFPA Armenia Country Office staff (Programme, Operations, Communication), for effective achievement of the expected project outcomes, anticipating and resolving complex project-related issues. The incumbent is expected to exercise full compliance with UNFPA programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

**You would be responsible for:**

**A. Ensure efficient project result based management:**

- Lead project implementation for timely and efficient delivery of project outputs as per Project Document and Work Plans.
- Maintain efficient communication between UNFPA and Implementing Partners and national counterparts for effective achievement of results, anticipating and resolving complex programme/project-related issues and information delivery.
- Contribute to monitoring the national partners’ implementation of activities under the programme, including travels and follow up with government and other national partners.
- Contribute to assessments of the quality of deliverables delivered within the programme and provision of feedback to national counterparts as needed.
- Support monitoring of the CO workplan and stated targets and results, including support to monitoring the implementation rate.
- Apply UNFPA programming tools and policies. Keep abreast of UNFPA programming practices and maintain an optimum level of knowledge by continuous learning.
- Contribute to the programme and annual reports on activities undertaken, challenges faced, and results achieved within the programme, as requested by UNFPA HQ.



- Ensure the necessary liaison between stakeholders Government, UNFPA and EUD in Armenia.
- Support coordination to ensure coherence and synergies between initiatives supported by UNFPA and other national initiatives on gender equality, women's economic empowerment and men engagement issues.

#### **B. Ensure financial and administrative management of the project:**

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans.
- Assist the UNFPA Armenia CO Gender Programme Analyst in the development of annual activity and procurement work plans as well as budgets based on expected year-end outputs.
- Prepare requests for advance of funds and/or direct payments.
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions.
- Prepare and submit project progress reports and expenditure and programme budget status reports, anticipating and flag any deviations from the work plans immediately, and presenting to UNFPA Armenia solutions for resolving complex project-related issues.
- Prepare interim and final progress and financial status reports as required by UNFPA and EU rules and regulations.
- Perform necessary operations in Global Programming System module in ATLAS.
- Manage recruitment and selection process of individual consultants applying best practice HR tools and mechanisms.
- In accordance with the Work Plan arrange for procurement of equipment, supplies and services.
- Ensure the effective management of human resources pertaining to the Project, including staff, consultants and short-term experts; conduct periodic performance appraisals; build, lead and motivate a solid team of professionals; validate terms of reference for international and national consultants.
- Plan, schedule and co-ordinate travel and logistics for meetings, conferences and special events, prepare and issue contracts.
- Support the activity of the other colleagues in the office by ensuring the programme cohesion and synergy and pursuing integrated approach in project implementation.

#### **C. Advocacy and Communication:**

- Contribute to the wide communication, dissemination and visibility of project achievements in an innovative manner.
- Ensure compliance of advocacy and communication materials and initiatives to EU and UNFPA visibility requirements.
- Provide regularly visibility materials to the EU in close coordination with UNFPA management.

- Coordinate advocacy strategies within the project by compiling and synthesizing relevant background materials, drafting project summaries, articles, publications, speeches and presentations for delivery via journals, meetings, public events and in other fora;
- Contribute to creation and sharing of knowledge, by synthesizing and documenting findings, success stories, best practices and lessons learned within the implemented Project, to share with colleagues and partners, at the local and national levels.

Carry out any other duties as may be required by UNFPA leadership, which contributes to the project efficient implementation.

#### **Qualifications and Experience:**

##### **Education:**

- Master's Degree or equivalent in social science, legal and human rights matters and/or other related field with focus on gender equality, women's economic empowerment and men engagement issues.

##### **Knowledge and Experience:**

- At least four years of relevant professional experience in the field of programme / project management with international and/or civil society organizations. Working experience in the area of gender equality, women's economic empowerment and men engagement is required.
- Prior experience in development assistance or related work for a donor organization, governmental institutions and/or NGOs is required.
- Experience in negotiating with international donors and professional organizations.
- Ability to analyze problems, make recommendations and present proposals for improvement or changes in policies and procedures; ability to express ideas clearly and concisely, both orally and in writing.
- Demonstrated initiative, tact and high sense of responsibility and discretion.
- Knowledge of the European Union structures and reporting requirements including visibility requirements will be an asset.
- Strong interpersonal and organizational skills.
- Proficiency in current office software applications and corporate IT systems.
- Knowledge of ATLAS / PeopleSoft or other ERP system is an asset.

##### **Languages:**

- Fluency in oral and written English and Armenian. Good/working level of Russian is required.

##### **Required Competencies:**



<b>Values:</b> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda,</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships,</li> <li>• Delivering results-oriented programmes,</li> <li>• Internal and external communication and advocacy for results mobilization</li> </ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	

#### Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

The Project Manager will submit the required deliverables as set out in the project WP and requested by the donor and UNFPA and will be paid according to the band/grade agreed in the Service Contract.

#### Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

  
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 Signature of Requesting Officer in Hiring Office:

**Lusine Sargsyan, Officer-in-Charge, UNFPA Armenia CO**

Date: 11.01.2020

