



JOB DESCRIPTION

Official Job Title:	Project analyst Sexual and Reproductive Health / Migration (Service contract)	
Duty Station:	Tunisia CO	
Grade (Classified)	SB4	
Post Number:		
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date: March 2020

1. Organizational Location

The post is located in UNFPA Tunisia CO, and will reports directly to the Project coordinator.

2. Job Purpose

The Project Analyst: Sexual and Reproductive Health (SRH) / Migration under the supervision of the Project Coordinator and in coordination with the project team and CO staff, will contribute to the fully implementation of the project "**Provision of essential sexual reproductive health (SRH) and gender based violence (GBV) services to vulnerable migrants in Tunisia**". The project is funded by the Italian Cooperation for a period of 2 years (2020-2021).

He /she will monitor results achieved during the project implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.

3. Major Activities/Expected Results

In collaboration with Government counterparts, NGOs and other partners, contributing to the implementation of the Italian Funded project on the Sexual and Reproductive Health Component aligning with Government priorities and UNFPA/ Italian cooperation programme policies and procedures. The Project Analyst SRH will particularly:

- Ensure appropriate monitoring and oversight mechanisms and systems are established and implemented through the project cycle.
- Analyze policy papers, strategy documents , national development plans and study reports ; for technical assistance on Sexual and Reproductive Health in relation with migrants
- Provide technical assistance to implementing partners as required by the project on

different activities related to SRH and migrants

- Ensure that consultants and experts for the SRH activities of the project are recruited on time and in conformity with the procedures
- Establish the action plans in close collaboration with IPs on time and aligned with UNFPA's policies and procedures.
- Ensure programmatic and financial monitoring of activities related to Sexual and Reproductive Health with IPs
- Contribute to the implementation of action plans with partners and to the design and planning of different activities.
- Ensure that the reporting of the project is developed and submitted with quality manner and aligned with the project contract deadlines.
- Ensure , in collaboration with IPs and CO staff that SRH commodities and equipment are procured on time and in conformity with the procedures
- Possibly identify new partners relevant to the project on SRH component
- Conduct monitoring field visits to supervise project activities.
- Take meeting minutes, write seminar / workshop reports, narrative and financial reports for project monitoring in French and English, notes on project progress, briefings notes on specific issues.
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- Organize / provide support for the organization of seminars / conferences / meetings / workshops, etc.
- Contribute to analyze, disseminate and use data from all sources in relation to migrants / SRH as well as from the project results
- Contribute to the visibility of the project through disseminating the achievements , success stories and lessons learned

4. Work Relations

The Project analyst SRH / Migration will be under the direct supervision of the Project Coordinator and will have collaborative relationships with the project team as well as the program and finance staff at the CO. Internal contacts include the Assistant Representative and the CO's programme/ technical team especially the SRH program analyst and the Gender and Reproductive rights coordinator. External contacts include implementing partners, consultants, UN agencies in country and counterparts concerned by the project activities as well as relevant departments of the Arab States regional Office and the Donor.

5. Job Requirements

Education:

Advanced university degree at Masters Level in any of the following – public health, social sciences, population studies, gender studies or other related fields.

Knowledge and Experience:

- Five years professional experience in the field of sexual and reproductive health
- Demonstrated experience in programme/ project coordination
- Practical experience in working on migrants' programs is an asset
- Experience using office software packages and web-based management systems.

Languages:

- Fluency in French, Arabic and English.

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

Managerial competencies

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

Functional competencies:

- Conceptual innovation in the provision of technical expertise
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships
- Job Knowledge/Technical Expertise

5. **Signatures/Certification:**

**Incumbent's Name & Signature
(If Applicable)**

<Enter Incumbent's Name Here>

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	<Date>
Immediate Supervisor's Name & Signature	<hr/>
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Division Director's Name & Signature	<hr/>
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