



JOB DESCRIPTION

Official Job Title:	Migration Project Coordinator (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 Tunisia CO, and reports to the UNFPA Assistant Representative.

2. Job Purpose

The Migration Project coordinator ensures the effective management of UNFPA activities in the areas of GBV and SRH for vulnerable migrants. S/he oversees the project formulation, monitoring and evaluation and joint programming. S/he leads the project team and collaborates with the CO's operations/administrative support staff as well as other program staff. **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, guide the appropriate application of systems and procedures, and develop 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: "**Provision of essential sexual reproductive health (SRH) and gender based violence (GBV) services to vulnerable migrants in Tunisia**" and in line with Government priorities and UNFPA/ Italian cooperation programme policies and procedures. The Project Coordinator will particularly:

- Ensure appropriate monitoring and oversight mechanisms and systems are established and implemented.
- Analyze and interpret the political, social and economic environment relevant to Sexual and Reproductive Health and GBV for migrants, and identify opportunities and adaptation of the project for UNFPA's assistance and intervention.

- Analyze policy papers, strategy documents and national development plans; for technical assistance in relation to migrants' Sexual and Reproductive Health and GBV
- Establish collaborative relationships with executing agencies, experts, government counterparts to facilitate timely and efficient delivery of the project inputs.

Actively participate to existing national and sub-national coordination platforms.

- Assist in implementing knowledge management strategies to capture lessons learned and best practices of the project and facilitate sharing these with the management for future planning
- Ensure that the reporting requirements of the project is developed and submitted with quality manner and aligned with the project contract deadlines.
- Ensure that action plans with IPs (Implementing Partners) are developed on time and aligned with UNFPA's policies and procedures.
- Position UNFPA to maximize support for Migrants issues with regards to SRH and GBV.
- Collaborate closely with UN counterparts (IOM, UNHCR) to build national capacity to address SRH/GBV related issues for migrants.

Support national efforts to analyze, disseminate and use data from all sources in relation to migrants / SRH /GBV to develop informed policies for improved migration management.

- Identify and use experiential knowledge, research and evaluation findings to build a solid evidence base for UNFPA's engagement in national policy dialogue around Migration and SRH/GBV

4. Work Relations

The Migration Project Coordinator will supervise the project team and will have collaborative relationships with the program staff at the CO and consultants. Internal contacts include the the CO's programme/ technical team especially the SRH program analyst and the Gender and Reproductive rights coordinators. 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, laws or other related fields.

Knowledge and Experience:

- Five years professional experience in the field of international cooperation and development activities, with experience in programme/ project management.
- Practical experience in working on migrants' programs
- Demonstrated experience in working on Health and/ or Gender Based violence will be 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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Immediate Supervisor's Name & Signature	<Enter Supervisor's Name Here>
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Division Director's Name & Signature	<Enter Division Director's Name Here>
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