



VACANCY ANNOUNCEMENT
VACANCY NUMBER UNFPA/2016/04
The United Nations Population Fund (UNFPA) Jordan Country Office,
Seeks the employment of a
Emergency Reproductive Health Officer

Position Title: Emergency Reproductive Health Officer
Contract Type : Individual Consultant Contract (IC)
Contract Duration: 3 months initially (renewable to yearly contract)
Duty Station: Amman – Jordan

1. Organizational Location

The Emergency Reproductive Health (RH) Officer is located in Jordan Country Office (CO) in Amman, under the overall guidance of the Humanitarian Coordinator and the supervision of the Programme Analyst.

2. Job Purpose

The Emergency Reproductive Health Officer will contribute to the programme design and implementation, evaluation of programme /project activities, data analysis and progress reporting with specific emphasis on the RH component of UNFPA with the government and non- governmental stakeholders targeting Jordanian, Syrians and other vulnerable population groups living in Jordan.

He/She is responsible for facilitation of the rapid implementation of RH programming in the regular, humanitarian and resilience programme. Given that the UNFPA regular country programme has an ongoing RH cross-border humanitarian programme, the incumbent also coordinates with the responsible staff member(s) managing the cross border operations.

3. Major Activities/Expected Results

- Contributes to the implementation of RH components of UNFPA annual health programme with the government/other partners targeting Jordanian, Syrians and vulnerable population groups living in Jordan.
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- Assists in the monitoring and reporting on programme implementation, and in preparation of reports, and project documents by collecting information and preparing tables. Prepares timely analysis reports on the status of the programmes and target groups. Prepare background information for use in discussions with Government and other organizations.
- Conduct frequent visits to UNFPA project sites (including camps and host communities), assess local conditions and resources provide feedback through field visit reports and monitors UNFPA inputs . Communicates with partners on project feasibility and effectiveness.
- Effectively promotes UNFPA global mission and mandate through advocacy and dialogue with different sectors concerned with women issues, RH, including government, non-governmental organizations, national and international, in addition to relevant UN agencies.
- Undertakes follow up actions on programme implementation interventions, and prepares reports. Drafts changes in the programme work plans, as required.
- Facilitates capacity building workshops and other capacity building activities to counterparts. Select and compiles training and orientation materials for those involved in programme implementation and follow up trainees.
- Evaluates and analyzes financial and supply reports to ensure that expenditures are within allotments and data is consistent with Atlas. Reports to the supervisor and the humanitarian Coordinator detailing the outcomes of the reviews.
- Assist in promoting and facilitating the inclusion of RH into the Regional Response Plans, CAP, Flash and other appeal processes and documents.
- Identify opportunities for UNFPA assistance and intervention in coordination with the other programme officers.
- Assist in writing proposals and engaging in other fundraising efforts to support joint programming.
- Perform other related duties upon request.

4. Job Requirements

- Master's Degree in public health, community health, Social Sciences, or related field.
 - 5+ years of increasingly responsible professional experience in health/RH issues. Experience in working with government ministries is an asset.
 - Prior training in RH issues and their application in international humanitarian or development settings.
 - Awareness and demonstrable knowledge of RH issues and their relevance in development and emergency settings and knowledge of the cultural context in the country
 - Knowledge, skills, and experience in participatory methods for community development and mobilization.
 - Experience in programme management.
 - Proficiency in current office software applications
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- Familiarity with UN policies and principles will be an advantage.
- Strong analytical and strategic thinking and a commitment to results.
- Ability to organize work effectively and to meet planned deadlines
- Demonstrated ability to work harmoniously with persons of different backgrounds in multicultural environment
- Must possess negotiations skills

Functional Competencies:

- *Results-based programme development and management* – Contributes to the achievement of results through primary research and analysis and effective monitoring of programme/ project implementation. Uses analytical skills to identify opportunities for project development and participates in formulation of proposals ensuring substantive rigour in the design and application of proven successful approaches.
- *Innovation and marketing of new approaches* – Enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.
- *Leveraging the resources of partners/ building strategic alliances and partnerships* – Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and share information. Analyzes selected materials for strengthening strategic alliances with partners and stakeholders.
- *Advocacy/ advancing a policy oriented agenda* – Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts, and takes opportunities to advocate UNFPA's mandate.
- *Resource mobilization* – Provides inputs to resource mobilization strategies, analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors.

Languages:

Fluency in English is required. Arabic would be an asset

Other Desirable Skills:

Candidates are expected to be proficient in current office software applications
