



JOB DESCRIPTION

Official Job Title:	Field Project Coordinator
Duty Station:	Cairo, Egypt
Grade (Classified)	SB-5
Post Number:	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational

1. Organizational Location

The Field Project Coordinator will currently be located in Egypt Country Office (CO) in Cairo, and might move to Asyut sub-office if/when opened. He/she will have to undertake travels to Upper Egypt to support field day to day activities.

Under the overall guidance of UNFPA Representative, he/she will report to the SRH Specialist / Team leader: SRH & GBV

2. Job Purpose

The Field Project Coordinator ensures the effective management of the EU supported UNFPA project and activities mainly in the area of reproductive health (RH) and governance as well as youth in Upper Egypt. S/he oversees project formulation and evaluation of activities for Upper Egypt. S/he collaborates with CO's other programme & operation teams.

3. Major Activities/Expected Results

The Field Project Coordinator is a substantive contributor to the EU supported project team for Upper Egypt, in collaboration with Government counterparts, NGOs and other development partners. The Field Project Coordinator will:

- Guide and facilitate the delivery of UNFPA-EU supported activities for Upper Egypt. He/She ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary;
- Oversee EU supported activities with partners in Upper Egypt on the implementation of the identified interventions related to RH, youth and governance;
- Conduct field visits to Upper Egypt governorates to assess the quality of the activities implemented by the implementing partners in RH, youth and governance;
- Coordinate with government and CSOs when needed, to ensure implementation of activities;
- Liaise with the RH, youth and P&D Officers at central level to assist realizing targeted delivery levels;
- Liaise with the Monitoring and Evaluation Officer at central level and report on progress in implementation of project's activities by different partners in terms of achieving results and using existing monitoring and evaluation tools;
- Participate in meetings and provide feedback on bottlenecks & constrains and work with all

parties mainly for Upper Egypt area to propose suitable solutions;

- Coordinate the provision of relevant advocacy and policy documents for Upper Egypt to address RH, GBV and youth issues through various key partners;
- Coordinate the analysis and reporting on the EU supported activities' progress in Upper Egypt in terms of achieving results;
- Establish collaborative relationships with executing agencies, government counterparts and other UN agencies facilitating timely and efficient delivery of technical and policy advice and addressing capacity development for Upper Egypt;
- Provide necessary information for resource mobilization efforts when needed on Upper Egypt;
- Carries out any other responsibility given by the SRH Specialist / Team leader: SRH & GBV

4. Work Relations

The Field Project Coordinator coordinates and oversees the work of the implementing partners in Upper Egypt as well as facilitates the work of consultants, advisors, and experts for this area. The Field Project Coordinator establishes and maintains collaborative relationships with counterparts for Upper Egypt in government and civil society to address emerging issues, mainly in RH. S/he must effectively influence counterparts from diverse backgrounds to contribute to achieving UNFPA's mandate.

Internal contacts include the CO's programme team, and more specifically the SRH/GBV cluster.

External contacts include other UN agencies, counterparts and partners in Upper Egypt including international NGOs.

5. Job Requirements

Education:

Advanced degree in health or in the social science field.

Knowledge and Experience:

- Five years professional experience in the field of development
- Knowledge and work experience in youth development
- Familiarity with the context in Upper Egypt mainly in term of reproductive health and harmful practices
- Computer skills (word processing, spreadsheets, statistical analysis software application, internet search, etc.)

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

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 judgment

Functional Skill Set:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based programme
- Internal and external communication and advocacy for results mobilization

Languages:

- Fluency in English and Arabic