JOB DESCRIPTION

Official Job Title:	**Field Project Assistant**
Duty Station:	**Cairo, Egypt**
Grade (Classified)	**SB-2**
Post Number:	
Post Type:	☐ **Rotational** ☒ **Non-Rotational**

1.   Organizational Location

The Field Project Assistant will currently be located in Egypt Country Office (CO) in Cairo, and will move to Asyut sub-office when opened. S/he will have to undertake travels to Upper Egypt governorates to support field day to day activities.

Under the overall guidance of EU Programme Manager, he/she will report to the Reproductive Health Program Specialist.

2.   Job Purpose

 Within the context of the project *"EU Support to Egypt's National Population Strategy"*, UNFPA aims to contribute to lowering Egypt's population growth rates and more specifically to increase the use of voluntary, rights based family planning (FP) though improved supply of FP services and commodities, increased demand for FP, and enhanced population governance. UNFPA will be partnering with different implementing partners be it ministries, councils, NGOs, etc. in order to implement the projects activities at national level with a specific focus on Upper Egypt.

The Field Project Assistant provides support to the EU supported project *"EU Support to Egypt's National Population Strategy"* for field-focused activities for the Upper Egypt area. S/he contributes to project and evaluation activities for Upper Egypt. S/he collaborates with CO's relevant programmes and operation teams.

3.   Major Activities/Expected Results

The Field Project Assistant is a substantive contributor to the project *"EU Support to Egypt's National Population Strategy"* supported team for Upper Egypt, in collaboration with Government counterparts, NGOs and other development partners. S/he will contribute to the components of the EU supported project mainly the RH (Supply and Demand) as well as governance.

The Field Project Assistant will:

- Facilitate the delivery of the *"EU Support to Egypt's National Population Strategy"* supported activities particularly for Upper Egypt;
- Conduct field visits to monitor the quality of implemented activities using standard checklists, as well as analysis of monitoring reports for program feedback and decision making;
- Assist in analyzing activity reports;

- Maintain efficient recording of activities, and ensure that the project activities are well documented;
- Compile activity reports and generate narrative as well as information needed for the monitoring forms used by the project;
- Assist in identifying success stories to be shared with the donor, and ensure appropriate visibility for partners, donors, and UNFPA;
- Assist in collecting information for media posts and coverage;
- Prepare for high level field visits and events in close coordination with implementing partners and the CO;
- Follow up on the development and distribution of the IEC material with relevant partners.

4.   Work Relations

The Field Project Assistant supports implementation of all components of the project in the field particularly in Upper Egypt.

Internal contacts include the CO's programme team, and more specifically the SRH cluster, in close coordination with the Youth Cluster.

External contacts include implementing partners.

5.   Job Requirements

Education:
Bachelor degree in social sciences, humanities, management and /or related fields.

Knowledge and Experience:
- Two years professional experience in the field of development
- Familiarity with Upper Egypt mainly in term of RH and population issues
- Computer skills (word processing, spreadsheets, statistical analysis software application, 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
- Workings in teams/ managing ourselves and our relationships
- Communicating for impact

Languages:
- Fluency in English and Arabic