



## Programme Specialist

<b>Job title:</b>	<b>Programme Integration and Quality Assurance Specialist</b>
<b>Level:</b>	<b>SB-5</b>
<b>Position Number:</b>	<b>00147327</b>
<b>Location:</b>	<b>Monrovia, Liberia (Non-Rotational)</b>
<b>Contract type:</b>	<b>Service Contractor</b>
<b>Duration:</b>	<b>One year (renewable based on performance &amp; Subject to availability of fund)</b>
<b>Date of Issue:</b>	<b>September 5, 2019</b>
<b>Closing Date:</b>	<b>September 24, 2019</b>

### The Position:

The Spotlight Initiative is a multi-national partnership initiative with the United Nations in several countries. It is designed to continue the fight against human rights abuses in low resourced countries with emphasis on sexual gender Based Violence and intends to strengthen women and girls' rights and access to critical services. Also it seeks to reduce the prevalence of sexual and gender-based violence, harmful practices and increase access to sexual reproductive health & rights for adolescents, women and marginalized population.

The Spotlight Initiative is a joint UN program that is to be implemented by five UN Agencies namely: UNFPA, UNICEF, UNDP, OHCHR and UN Women; of which UNFPA is leading on pillars (4&5). UNFPA's contribution as lead on pillars (4&5) involved response interventions as well as ensuring data availability for planning and implementation including the rolling out of Comprehensive Sexuality Education in schools and communities under pillar 3. Under the response pillar, UNFPA's contribution focuses on ensuring access to and utilization of integrated SRHR/SGBV services in selected health facilities in all five project counties. Provision of psychosocial and protection services (safe home management).

With this increased responsibility within the Spotlight Initiative programme, comes the need for integrated service provision, enhanced coordination, monitoring and supervision of implementing partners and provision of technical support for quality service provision. It is on this basis that UNFPA Liberia is seeking the service of a skilled and experienced individual for the post of ***Program Integration and Quality Assurance Specialist***.

Under the over-all direction of the **UNFPA Representative** and under the supervision of **UNFPA Assistant Representative and the National Program Officer - Gender**, the incumbent is required to ensure program integration with focus on SGBV and SRHR. She/he is also expected to have a strong background in program development, effectiveness, reporting and resource mobilization. The incumbent is also required to have basic knowledge in program monitoring and Evaluation (M&E), integration and coordination.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.



In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### **Objective of the assignment**

The objective is to enhance program quality assurance by closely coordinating with the various program components of the Spotlight Initiative to ensure timely and effective program delivery and documentation of results, lessons and best practice. To closely analyze results for the predetermination of expected ranges and take corrective measures, if any deviation is seen. To support program expansion through the development of innovative ideas and resource mobilization, and lastly to provide support for the preparation of quarterly, annual and donor reports.

### **You would be responsible for:**

Quality Assurance Specialist is required to:

- Ensure both internal and external control guideline and standard of the program are adhered to. Familiarity with implementing EU programs is an added advantage
- Evaluate project compliance thereby providing recommendations and assuring progress of implementation.
- Support program implementation to achieve set goals and priorities.
- Closely analyze results to identify areas for improvement and provide insight to improve implementation.
- Ensure projects documents are in place and are kept up to date.
- Translate innovative ideas into project concepts for resource mobilization
- Ensure SGBV/SRHR program visibility and play a proactive role in policies advocacy.
- Document best practices and lessons learnt from programme Implementation.
- Support the preparation of quarterly, annual and donor reports.
- Participate and contribute to other assignments and tasks on SGBV/SRHR in partnership with other Spotlight Agencies (UNICEF, UNDP, IOM, UN-WOMEN etc.)
- Participate in coordination meetings at various levels (UN and GOL) and submit briefing notes.
- 

### **Qualifications and Experience:**

#### **Education:**

- A Master degree in the social or health sciences is a requirement.
- Experience in SGBV/SRHR program, implementation, monitoring and evaluation for at least 8 years.
- Proficiency in computer and numeracy skills.



**Knowledge and Experience:**

The Program Integration and Quality Assurance Specialist is expected to have strong knowledge and skills in:

- Monitoring and Evaluation (M&E).
- Data collection and Analysis.
- Program implementation with focus on SGBV/SRHR.
- Program coordination, effectiveness and reporting.
- Resource mobilization.

**Languages:**

Fluency in English.

**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>• Delivering results-based programme</li> <li>• Internal and external communication and advocacy for results mobilisation</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	<p><b>Managerial Competencies:</b></p> <ul style="list-style-type: none"> <li>• Providing strategic focus,</li> <li>• Engaging in internal/external partners and stakeholders,</li> <li>• Leading, developing and empowering people, creating a culture of performance</li> <li>• Making decisions and exercising judgment</li> </ul>

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.



## Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

***Please note that this post is a National Post and is open to applicants of either sex. Preference will be given to equally qualified women candidates.***

## HOW TO APPLY

Candidates should submit their applications indicating post and vacancy number, attach an updated CV, and a completed United Nations Personnel History Form P.11 obtainable from the UNFPA website at [www.unfpa.org](http://www.unfpa.org). ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: [debashish@unfpa.org](mailto:debashish@unfpa.org) with copy to [ewatkins@unfpa.org](mailto:ewatkins@unfpa.org).

The last date to receive applications will be 24 September 2019. UNFPA will only respond to applicants who will meet the stated job requirements.