



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	National Project Coordinator
Contract Type and Grade:	Service Contract, SB-4
Duration of contract:	12 months (renewable depending on funding availability and incumbent's performance)
Duty Station:	Cairo, Egypt
Supervisors:	Regional HIV Adviser and Programme Coordinator in the UNODC Regional Office for the Middle East and North Africa (ROMENA), under the overall supervision of the Regional representative of ROMENA.
Deadline for application:	3 October 2016

II. Organizational Context

The Regional HIV Adviser who is responsible for the overall coordination and implementation of the technical assistance project entitled: "HIV/AIDS Prevention, Care, Treatment and Support in Prison Settings in the MENA Region and based in Cairo will be first reporting officer. The Regional Programme Coordinator at the Regional Office for the Middle and North Africa (ROMENA) will be second reporting officer for the incumbent, under the overall supervision of the Regional Representative of ROMENA.

External contacts:

The work of the incumbent entails dealing with external contacts from different UN agencies and other counterparts inside and outside the duty station.

III. Purpose of the assignment

The incumbent will fulfill the functions of National Project Coordinator for the HIV/AIDS Prevention, Care, Treatment and support-related activities and initiatives implemented by ROMENA in Egypt, as well as for other related projects in the region as required and if time allows, and will assist in the provision of technical services related to programme implementation in Egypt. More specifically, the incumbent will fulfill the following tasks:

- Support the Regional HIV Adviser to ensure that project at the country level are carried out in a timely fashion.
- Monitor all aspects of project implementation and identify challenges and propose corrective actions to International Programme Coordinator to expedite implementation.
- Coordinate with relevant stakeholders nationally and regionally to ensure project objective is attained.
- Undertakes regular missions to project activity sites.
- Prepares reports and correspondence relating progress in implementation (i.e. monthly report, ad hoc reports, activity report, etc.)
- Participates fully in the country level Joint team on AIDS and other UN coordinating initiatives.

- Support, organize and participate in advocacy meetings, round-tables, training workshops and other meetings related to specific HIV/AIDS issues;
- Assists Regional HIV Adviser in preparing workplans, and project and budget revisions by providing up-to-date implementation information in a timely manner.
- Contribute to the review of programme and grant proposal selection processes.
- Identify gaps and opportunities and develop project proposals, including contribution to for Global Fund and other donor's proposals and ensure that HIV and AIDS as it relates to prison is adequately funded nationally.
- Assists Regional HIV Adviser in preparing the internal semi-annual and annual reports and to comply with donor reporting obligations.
- Manage and supervise staff as required, conduct their evaluation, and support their professional development.
- Exercises autonomy in taking action only within the confines of the agreed project documents and derived costed workplans.
- Provides secretariat services to the National level Project Steering Committee.
- Recruits and supervises experts and consultants contracted under the project.
- Facilitate mission of Regional HIV Adviser and other experts providing technical assistance to the project.
- Establishes and maintains financial records (principally records of expenditures) in respect of project costs and ensures timely and accurate submission of financial reports (including petty cash management).
- Maintains computer-based correspondence and financial records and filing system to keep accurate track of project documentation.
- Perform other duties as assigned.

VI. Competencies and Critical Success Factors

Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to drug, crime and health related issues. Has demonstrated ability to provide effective specialized support and advice in a broad range of development assistance issues in particular as it relates to drugs and HIV/AIDS. Has ability to ensure adequate preparation of reports or rationale with respect to key technical assistance decisions. Is able to identify issues, analyze and participate in the resolution of issues/problems. Is able to apply good judgment in the context of assignments given, plan own work and manage conflicting priorities. Is able to deliver outputs in line with agreed schedules, budgets and quality standards in line with prevailing rules, regulations and procedures. Has very good communication skills to liaise, negotiate and advocate with key stakeholders. Has proven ability to write reports and to review and conduct presentations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

V. Recruitment Qualifications

Education and Experience:

- A university degree in health, social affairs or related field.

	<ul style="list-style-type: none"> • At least 5 years of working experience on HIV/AIDS and/or in the management of development projects in the Middle East and North African region is required. Preferably exposure to working with externally-financed donor projects linked to policing or social crime prevention is desirable • Work experience with the United Nations or similar international organisations is desirable • Work experience with the Umoja financial management system is desirable.
Other desirable skills:	<ul style="list-style-type: none"> • Knowledge of word-processing, advanced MS-Excel, and database (MS-Access) is required.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and oral English and Arabic languages is required. • Knowledge of French is an advantage.

Interested candidates should submit their duly filled P.11 form* and a cover letter explaining why they think they are the best candidates for the position to hr.egypt@unodc.org by **close of business Monday 3 October 2016, writing in the subject line the title of the position.**

*P.11 form can be downloaded through: <http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc>

Only short-listed candidates will be contacted