

UNITED NATIONS CHILDREN'S FUND

Terms of Reference

<p>DUTY STATION: Title: CEECIS DRR Project Coordinator Level: L-3</p>	
<p>PURPOSE OF POSITION:</p> <p>UNICEF plans to implement a disaster risk reduction programme in South Caucasus and Central Asia. The project covers disaster risk reduction activities in the sector of education in the following countries: Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan.</p> <p>The incumbent will be responsible for the management and implementation of the DRR programme in South Caucasus and Central Asia. This will involve a broad range of activities at the regional, national and even sub-national levels, including coordination, planning and management, focusing on the achievement of the results and objectives identified under the regional project.</p>	<p>REPORTS TO: Regional Chief of Emergency, UNICEF CEECIS Regional Office</p> <p>NUMBER/LEVEL OF POSTS SUPERVISED: n/a</p>
<p>MAIN DUTIES/RESPONSIBILITIES:</p> <p>Promote close cooperation and communication of relevant UNICEF staff at the regional and country level to ensure overall direction and coherence of the DIPECHO programme in the two sub-regions. To the extent possible, ensure coherence in programme approaches and strategies across the eight countries.</p> <p>Monitor and evaluate project implementation, including through field visits, to ensure implementation of project activities against the indicators and benchmarks established in the project document and the individual country work-plans in a quality and timely manner. Solicit support from the senior management at country and regional level in undertaking corrective action, as needed.</p> <p>Closely track the utilization and disbursement of programme funds at the country and regional level, ensuring that funds are committed, re-allocated and expended in a timely and efficient manner. Liaise with the RO operations unit and PARMO Brussels, as necessary.</p> <p>Prepare and disseminate project status reports for internal monitoring purposes in a timely manner. Prepare briefs and updates for the RO/CO management and global/regional events, as required.</p> <p>Maintain close contact with the relevant ECHO field representatives in the region to regularly update them on project implementation. Ensure adequate acknowledgment and visibility of the donor contribution both at the country and regional level. Support donor field monitoring visits, as needed.</p> <p>Ensure timely submission of intermediate and final reports as well as the external evaluation report to the donor (ECHO). This involves preparing, clearing and finalizing the reports in collaboration with the country offices, Regional Office and PARMO Brussels.</p> <p>Provide technical guidance and support to the project country offices in developing specific strategies and approaches and partnership networks for achieving the project outcomes. Proactively identify technical support needs and organize coverage of those technical gaps, including through supporting identification and recruitment of experts.</p> <p>Plan and implement capacity development initiatives for UNICEF staff, government counterparts and other partners to facilitate the achievement of project objectives, including planning and organizing regional/sub-regional training events addressing the specific training needs of the countries.</p> <p>Maintain the already established regional intranet database for all DIPECHO-</p>	<p>QUALIFICATIONS AND COMPETENCIES:</p> <p>Education: Advanced university degree in disaster management, social sciences or related field. Specialized training in disaster risk reduction highly desirable.</p> <p>Work Experience: Five to eight (5-8) years progressively responsible professional work experience at national and international levels in disaster management, including risk mitigation. Previous experience with DIPECHO Programme highly desirable</p> <p>Background:</p> <ul style="list-style-type: none"> • Current knowledge of global developments and trends, technology and institutional environments in disaster management, especially related to education. <p>Key skills and attributes:</p> <ul style="list-style-type: none"> • Knowledge and experience in the implementation and project management in disaster risk management. • Ability to conceptualize, develop, plan and manage activities within the framework of agency and government programmes. • Good analytical and writing skills. • Good knowledge of DG ECHO and UNICEF. • Knowledge of computer applications. <p>Required Competencies:</p> <ul style="list-style-type: none"> • Communication • Working with People • Drive for Results • Leading and Supervising • Formulating Strategies and Concepts • Analyzing • Relating and Networking • Applying Technical Expertise • Planning and Organizing <p>Languages: Fluency in English language is required. Fluency in Russian is desirable.</p> <p>Expected Outputs:</p> <ul style="list-style-type: none"> • Quarterly internal monitoring reports. • Interim and final donor reports. • Capacity development for UNICEF staff and counterparts • Maintenance of updated DRR webpage • Good practices/lessons learnt

related documentation (good practices, press releases, DRR materials, etc). Ensure that the contents of the DRR webpage are kept updated. Promote sharing of information, experiences and materials across the eight project countries.

Enhance/establish cooperation with relevant regional DRR stakeholders (regional bodies, UN agencies, NGOs, etc) for programme coherence/coordination, information/experience exchange and implementation of joint initiatives. Liaise with key regional players working on disaster risk reduction, particularly in the area of education, to build synergies and complementarities between the respective programmes.

- Visibility action plan
- Technical guidance on project activities
- Regional events on DRR in Education

Type of Appointment: *Temporary Appointment*

Duration: 364 days (with a possibility of extension)

Expected start date: May 2012

Duty station: Almaty, Kazakhstan

How to Apply:

Interested candidates should send a cover letter, UN P11 form and recent PERs/Evaluation forms to recruitmentgeneva@unicef.org by **6 April 2012**. Please Indicate "CEECIS DRR Project Coordinator" on your email's subject line.

To access a blank P11 form, please go to www.unicef.org/about/employ/files/P11.doc

Only Shortlisted candidates will be contacted.