

TERMS OF REFERENCE

UNFPA Turkey Programme Associate

Type of Contract	: Service Contract
Level	: SB3/SC6
Duty Station	: Ankara, Turkey
Duration	: Up to end of 2018, with possibility of extension

Background:

Since 2011 UNFPA Turkey has been actively involved in the humanitarian response to the Syrian crisis within the framework of the government endorsed UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Northern Syria within the framework of the Whole of Syria.

Implementing its mandate, UNFPA works in close collaboration with line ministries and their provincial directorates to support national systems to provide quality services (health and protection) with a wider coverage. UNFPA runs its programme to ensure that sexual and reproductive health rights of refugees are met; the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions are addressed and protection services are provided without barriers such as language. For this purpose, UNFPA supports Migrant Health Centers and Social Service Centers in 20 provinces. Interventions within the programme include: capacity building of service providers, social workers, government officials, NGOs; service provision on sexual and reproductive health and psychosocial support; provision of protection services, outreach work, design and dissemination of critical IEC material to refugees; and provision of humanitarian materials including hygiene kits and medical equipment to support the provision of quality reproductive health.

To strengthen and support its operations, UNFPA will be recruiting a Programme Associate.

Major Activities/Expected Results:

Under the overall guidance of the UNFPA Humanitarian Programme Coordinator and direct supervision of the Senior Programme Associate, the Programme Associate will contribute to the overall management of UNFPA's humanitarian programme in Turkey via supporting timely and high quality delivery of outputs according to the work plans and UNFPAs programme procedures. The Programme Associate applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to humanitarian, population and development, reproductive health and GBV issues.

Expected Results/Description of Responsibilities:

- Prepares inputs to planning, formulation and implementation of overall humanitarian Implementing Partners' work plans. Monitors budget implementation and prepares/reviews financial and programmatic progress reports;
- Monitors Implementing Partner activities including applications and agreements;
- Creates requisitions and projects, processes budget/work plan revisions and Funding Authorization and Certificate of Expenditure (FACE) reviews in Atlas for the humanitarian programme;
- Supports Harmonized Approach to Cash Transfer (HACT) implementation;
- Drafts narrative and financial reports for donors;
- Organizes stakeholders meetings;
- Supports coordination activities with stakeholders at the central level as needed;
- Drafts meeting minutes and correspondence, prepares information and/or briefs, summaries and background documentation for humanitarian missions and meetings. Prepares power point and other presentations, including computer generated visuals such as graphs. Prepares translations as necessary;
- Perform other related duties as required.

Work Relations:

Internal contacts with UNFPA staff and visiting officials. Works closely with national stakeholders. Collaborates with other UN agencies and relevant NGOs. Collaborates with the rest of the Humanitarian Team.

Minimum Qualifications and Experience:

Education	: Bachelor's Degree in Social Sciences, Business or Public Administration, Economics, Political Sciences or other related field
Experience	: Six years of relevant experience in administrative work or programme support
Language	: Fluency in written and spoken English and Turkish
Computer Skills	: Proficiency in current office software applications and web based management Systems
Nationality	: Turkish

Skills and Competencies:

- Experience in budget monitoring such as processing budget revisions and preparing financial reports is an asset
- Working experience with implementing partners is an asset
- Technical knowledge on humanitarian issues and/or reproductive health and/or gender and/or protection is an asset
- Knowledge of Atlas/PeopleSoft or other ERP application is an asset
- Working experience with an international organization is an asset
- Familiarity with UN procedures and working methods is an asset

Core Competencies:

- Values
- Achieving Results
- Being Accountable
- Developing & Applying Professional Expertise
- Thinking Analytically & Strategically
- Working in Teams/Managing our-selves and relationships
- Communicating for Impact

Functional competencies:

- Leveraging the resources of national governments and partners/building strategic alliances and partnerships
- Delivering results-based programmes
- Managing data, documents, correspondence and reports
- Managing information and workflow
- Providing logistical support
- Supporting financial data analysis