



TERMS OF REFERENCE

UNFPA Turkey Protection Associate

Type of Contract	: Service Contract
Level	: SB3/SC6
Duty Station	: Ankara, Turkey
Duration	: Up to 31 December 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 is collaborating with Ministry of Family and Social Policies (MoFSP) for strengthening Social Service Centers. Interventions within the programme include: capacity building of service providers, social workers, government officials; increasing human resources capacity of MoFSP for social service provision and development of guidelines, service standards for quality services.

In this context, a Protection Associate will be recruited who will work partly at MoFSP premises and partly at UNFPA Country Office.

Major Activities/Expected Results:

Under the overall guidance of the UNFPA Humanitarian Programme Coordinator and direct supervision of the UNFPA WoEmpowerment Expert, the Protection Associate will contribute to the overall implementation of UNFPA's project "Improving access of most vulnerable refugees to social services in Turkey" via supporting timely and high quality delivery of outputs according to the work plans and UNFPA's programme procedures. The Protection 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:

- Acts as the main focal point of UNFPA for daily communication with MoFSP technical team;
- Prepares inputs to planning, formulation and implementation of humanitarian work plans.
- Creates requisitions in Atlas for the humanitarian programme;
- Drafts narrative and financial reports for donors;
- Organizes stakeholders meetings;
- Supports coordination activities with stakeholders at the central and local level as needed;
- Arranges training events, workshops according to the work plan;
- Supports travel arrangements when necessary;

- Supports procurement as planned in the work plan;
- Monitors human resources support to social service centers including their recruitment process, liaises with HR companies in collaboration with UNFPA HR Assistant;
- Supports monitoring of service provision at social service centers through field visits using check lists and other tools in collaboration with field associates;
- Supports development of technical documents, assessment reports, project materials to be prepared under the project;
- 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 and supports translation during meetings 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:

- Degree in social services is an asset
- At least one year of working experience in social services is an asset
- Experience in project implementation (including operations)
- Experience in event management is an asset
- Technical knowledge on humanitarian issues 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
- Working experience with line ministries (MoFSP, MoH, etc.)
- 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