



Programme Coordinator, Algeria

Job title:	Programme Coordinator, Algeria
Level:	NOC
Position Number:	TBC
Location:	Algiers, Algeria
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable*)

The Position:

The Programme Coordinator oversees the effective delivery and overall coordination of UNFPA's programs and projects within the framework of the 2023-2027 Country Program Document (CPD). The post holder is the most senior member of the UNFPA team and thus substantively contribute to the design, coordination, monitoring and evaluation of UNFPA activities in the areas of Reproductive Health, Gender, Population Data and Youth. Act as an analyst/ advisor, and proactively provide the Head of Office with information on achievement of results in the implementation of UNFPA programs

The post holder brings a curated skillset, processes, and tools to facilitate hands-on coordination, supervision/management to direct reports to ensure optimal programme implementation, effective use of resources, quality tracking of results, advocacy for policy change and clear communication of UNFPA's mandate, work and results in the country. S/he models situational servant-leadership, reflecting the values of UN 2.0, actively cultivates and develops strategic partnerships with key national stakeholders and development partners and ensures that these relationships remain intact even through the periodic rotations of UNFPA country leadership.

S/he will work under the overall guidance and direct supervision of the Head of Office.

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 (2022-2025), 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, self-aware leaders, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

Under the supervision of Head of Office, the Programme Coordinator substantively contributes to the acceleration of efforts towards achieving the goals of the UNFPA Algeria Country Office as per the CPD



by ensuring that UNFPA's core focus on Sexual and Reproductive Health, Gender and Human Rights and Youth Development are integrated and its effects are evidenced across the program portfolio.

UNFPA is a rights-based data agency driving evidence-based change, the post holder will be expected to not only lead and guide program implementation but also to improve working methods within and between teams. It will require a high degree of self-awareness, commitment, and patience to ensure that we measure how changes in processes or programming improved the quality of our service delivery and programme results so that lessons learned can be shared for wider benefit of partners and stakeholders.

You would be responsible for:

The Programme Coordinator oversees the work of the programme team as well as consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. S/he must effectively influence counterparts from diverse backgrounds to contribute to achieving UNFPA's mandate and would be responsible for:

A. Programme Coordination and Technical Support

- Responsible for hands-on program coordination for UNFPA's SRHR, gender equality and Youth programs in Algeria
- Promoting a human rights, results-based approach and integration of innovative policies and strategies into the design and formulation of country programmes and projects based on strategic priorities and responsive to the countries' needs.
- Providing high level technical advice to partners when needed, including supporting capacity building of government officers and development partners to generate, analyze and utilize quality data for evidence-based decision making, policy and program formulation, monitoring and evaluation.
- Assessing implications of new policy developments and strategies on programme execution and ensuring their integration.

B. Monitoring, Evaluation and Knowledge Management for Policy Advocacy.

- Overseeing achievement of programme results by ensuring that monitoring and oversight mechanisms are established and implemented
- Provides technical support to the development of relevant advocacy and policy documents to address SRH, Gender and Youth Development issues in the country.
- Ensuring effective knowledge management strategies are implemented by the programme team, capturing lessons learned for program iteration, identifying international and national good practices for future planning
- Supervise the team and advise implementing partners in the country in preparing and submitting technical and financial reports in conformity with signed donor agreements and in accordance to UNFPA guidelines and standards.
- Actively participate in the evaluation and documentation of program results in the country, best practices and lessons learned and effectively share these with relevant partners to inform programming, policy and advocacy.
- Collect feedback from stakeholders and participators to effectively monitor the technical quality and financial effectiveness and accountability of UNFPA-supported programmes.
- Support capacity building of team members to generate, analyze and utilize quality data for evidence-based decision making, policy and program formulation, monitoring and evaluation.



C. Stakeholder Engagement and Advocacy:

- Advocate for policy changes and reforms that align with the goals of the UNFPA documents.
- Provide opportunities for capacity building and knowledge sharing among the programme team.
- Facilitate peer learning sessions, workshops, and training programs on relevant topics.
- Encourage the documentation and sharing of best practices and lessons learned across thematic areas.
- Conduct periodic reviews of the program implementation process to assess effectiveness and identify areas for improvement.
- Adapt strategies based on changing contexts, emerging needs, and new opportunities.
- Maintain flexibility to respond to unforeseen challenges and adjust priorities accordingly.

D. Partnerships and Communications

- Establishing and maintaining mutually respectful relationships with strategic partners, development partners, UN agencies and implementing partners and other duty bearers in the country to facilitate timely and efficient delivery of programmes.
- Reviewing the political, social and economic environment relevant to UNFPA programme activities in the country and pursuing opportunities for UNFPA assistance and intervention. This includes promoting UNFPA's mandate areas in national development planning and budgeting processes in the country, and policies.
- Actively promoting and supporting UN Reform/delivering as one initiative and the UN Area Coordination in the country to strengthen coordination, coherence and efficiency of the programmes.
- Provide leadership in demonstrating UNFPA's work to the government and development partners to enhance goodwill and partnership.
- Maintain solid, cooperative, and multi-sectoral working relationships with the Government, UN partner agencies and other stakeholders. Liaise with partners to ensure that ICPD agenda is taken into consideration.

E. General Support

- Stand-in for other team members on selected functions as may be required.
- Carry out any other duties as may be required by UNFPA leadership.

Qualifications and Experience:

Education:

Master's degree in health, population, demography, development, gender, youth development, law and/or other related social science field.

Knowledge and Experience:

- Five years professional experience in the field of development and population activities, with experience in programme/ project management.
- Experience in resource mobilization or partnerships building.
- Experience in strategic planning and implementation; programme/project management including experience in large multi-sector programmes;
- Experience in fruitfully and diplomatically engaging government agencies will be an asset.
- Prior experience in the UN system is an asset.
- Excellent communication skills and experience with management of staff in multi-locations.
- Substantive work experience in the field of SRH, gender, and youth development.



- Specialized knowledge and experience within Health Systems Strengthening and integrated SRH, gender, and youth development approaches is desirable.
- A thorough understanding of the UN system in general, and especially UNFPA mandate, its policies and operations and current development topics and political issues in Algeria will be an added advantage.
- Demonstrated ability to work in and lead a diverse multi-skilled team.

Languages:

Fluency in Arabic, French and English is needed.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Visioning and Planning • Advocacy/Advancing a policy-oriented agenda • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships • Internal and external communication and advocacy for results mobilization • Delivering results-based programmes • Resource mobilization and donor relations • Technical Understanding of the areas of work • Project Management • People Management and Leadership • Proficiency in current office software applications
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves, our relationships, and others • Communicating for impact 	
<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, direction and leadership, • Engaging internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment. 	

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.