



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Project Coordinator
Project Title:	Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova
Supervisor:	Portfolio Manager
Duration of employment:	12 months with a possibility of extension

II. Background

Through this Project, the participating agencies (UNDP, UNFPA, IOM Mission, and OSCE Mission) and national implementing partners (Ministry of Social Protection, Family and Child (MoSPFC), the Ministry of Local Public Administration (MLPA) will cooperate to address critical human security issues in Moldova. In particular, they will respond to the special needs of victims of human trafficking and domestic violence for enhanced protection and empowerment.

The participating agencies anticipate that implementation of this Project will significantly improve, quantitatively and qualitatively, identification, protection, and assistance to victims of human trafficking and domestic violence, by expanding implementation of the National Referral System throughout the country (including Transnistria region) and on an equal, non-discriminatory basis. At the same time, the participating agencies anticipate that implementation of this Project will significantly improve the capacity of local actors to address the social problems of human trafficking and domestic violence on local and individual bases. In the middle these systemic and grassroots approaches will meet, creating a safer and more sustainable future for vulnerable women and children in Moldova.

This Project has two primary components: Protection and Empowerment. These two components are interconnected and address the needs of victims of human trafficking and domestic violence through a strengthened protection system (a top-down approach in partnership with appropriate governmental institutions) as well as empowered communities and individuals (a bottom-up approach in partnership with relevant community-level governmental officials, civil society actors, and media).

III. Organizational Context

Under the guidance and direct supervision of the UNDP Portfolio Manager, and the Inter-Agency Coordination Committee (UNDP, IOM, UNFPA, OSCE), the Project Coordinator ensures the effective and efficient management of the *Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova* project by supporting the design, planning and management of projects and by facilitating coordination and other overall Project activities, such as communications and media affairs, reporting, monitoring, evaluation, and interaction with the donor(s). The Project Coordinator applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The overall goal of the project is to improve the ability of the Government of Moldova, in partnership with civil society, local communities, and other service providers, to provide its vulnerable citizens with a life free from the threat or experience of domestic violence and human trafficking, as well as to improve the access of these vulnerable citizens to quality, comprehensive, necessary services (medical, psychological, social, legal, employment, and

housing) to achieve and sustain such a life.

The objective of the Protection component is to strengthen the capacity of Government institutions in partnership with civil society to provide quality identification, protection, and assistance services to victims of human trafficking and domestic violence on a sustainable basis.

The objective of the Empowerment component is to empower communities, civil society organizations, and individuals to be better able to address the human security issues of human trafficking and domestic violence and to provide basic services for at-risk persons.

The Project Coordinator works in close collaboration with the Programme, Operations, Communications and other project teams in the UNDP Country Office (CO), as well as the Inter-Agency Coordination Committee (UNDP, IOM, UNFPA, OSCE), project Board and National Coordinators for effective achievement of results, anticipating and resolving complex programme/project-related issues and information delivery.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

IV. Functions / Key Results Expected

Summary of Key Functions:

The incumbent will ensure the provision of development services and products (commensurate with the scope of the project) of the highest quality and standards to national counterparts and clients, this will include:

1. Project Management:
 - a) Assume full responsibility for and manage effectively and efficiently all project activities and resources (human, financial, physical / material assets, etc) in order to meet expected results. Develop annual activity and procurement work plans as well as budgets based on expected year-end outputs; ensure close monitoring of activities and disbursements.
 - b) Build, motivate and lead a high performing team consisting of programme/project personnel, expert consultants, translators, etc. Undertake personnel performance appraisals and career development coaching at programme/project level.
 - c) Apply UNDP programming tools and policies as explained in the Results Management Guide, including the utilization of the Project Management Module in Atlas (Prince2, etc). Keep abreast of UNDP programming practices and maintain an optimum level of knowledge by continuous learning.
 - d) Prepare qualitative work plans and substantive and financial progress reports as may be required by the programme/project. Prepare periodic procurement/contracting and financial delivery reports for UNDP management. Prepare budget revisions as needed. Timely submission of the above mentioned deliverables.
 - e) Ensure wide dissemination and visibility of project achievements. Establish and manage mechanisms for exchange of information, experience and lessons learned at the local and national levels
 - f) Maintain close coordination with Inter-Agency Coordination Committee, project partners, ensure synergies, avoid overlaps in project implementation, collaborate with other donors working in the same area, provide information relevant to the project.
2. Support to the CO Programme and overall coordination: Support the Portfolio Manager and CO Programme section in general in programme development, formulation and strategic processes with substantive contributions. Promote knowledge sharing and building among partners and stakeholders.
3. Resource Mobilization and Partnership Building: Maintain and initiate effective dialogue and

coordination with Inter-Agency Coordination Committee, the National Coordinators from the partner institutions (Ministry of Local Public Administration and the Ministry of Social Protection of Family and Children); as well as with representatives of Parliament, Government, Civil Society and relevant donor representatives.

4. Knowledge Management: Ensure wide dissemination, promotes UN goals and values and ensures visibility and transparency of programme/project achievements at the national/local level, as well as regional.

Additional Responsibilities:

5. Continuously assess the risks and analyze the social protection, human trafficking, domestic violence situation in the country
6. Bear overall responsibility for the quality/substance and timely delivery of the project products

V. Impact of Results

The key results have a direct impact on the overall successful achievement of the United Nations Development and Assistance Framework. Accurate analysis and presentation of information enhances UN's position as a strong development partner. The information provided facilitates decision-making of the Inter-Agency Coordination Committee and Project Board.

VI. Competencies

Corporate Competencies:

- q Demonstrates commitment and commitment to UN principles, values and ethical standards.
- q Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- q Analytical and strategic thinking / Results orientation

Functional Competencies:Knowledge Management and Learning

- q Shares knowledge and experience
- q Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of programme, managing data, reporting.
- q Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems.
- q Ability to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.

Leadership and Self-Management

- q Ability to establish effective working relations in a multicultural team environment
- q Excellent supervisory, team-building, diplomatic and interpersonal skills
- q Focuses on result for the client and responds positively to feedback
- q Consistently approaches work with energy and a positive, constructive attitude, takes initiative
- q Remains calm, in control and good humored even under pressure
- q Demonstrates openness to change and ability to manage complexities

VII. Recruitment Qualifications

Education:	University/Master Degree in Public Administration, Social Sciences, Law or other related areas
Experience:	<p>At least five years of progressively responsible experience is required at the national or international level in the areas of public administration, local development, social protection or other related field.</p> <p>Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is a very strong advantage.</p> <p>Strong analytical, drafting and communication skills.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.</p>

Language Requirements:	Fluency in both oral and written English, Romanian and Russian is a must.
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VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name:	Signature	Date