



## State Programme Coordinator (Head of state office)

<b>Job title:</b>	<b>State Programme Coordinator</b>
<b>Level:</b>	<b>NO-C</b>
<b>Position Number:</b>	<b>34484</b>
<b>Location:</b>	<b>Jaipur</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non Rotational:</b>	<b>Non Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### The Position:

The State Programme Coordinator (SPC) ensures the effective management of UNFPA activities across result areas within the respective State to accelerate achievement of the ICPD Programme of Action and Agenda 2030. You will lead the programme and operations staff members within the State and will collaborate with the Country Office management and technical staff. In close collaboration with the CO Programme technical Units and Operations Team, the SPC substantively contributes to the management, coordination and quality assurance of planning, implementation, monitoring and results reporting of UNFPA interventions in the State.

Under the overall guidance of the UNFPA Representative and the direct supervision of the Deputy Representative, you will contribute to expand the range of UNFPA deliverables in your State within the ICPD agenda, based on national/state priorities and in collaboration with state level stakeholders.

### 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 strategic plan 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, upholds the values enshrined in the UN Charter and who will defend them courageously and with full conviction.

UNFPA is seeking highly motivated candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in managing the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

India has made significant progress over the past 25 years towards its commitments to the Plan of Action of the International Conference on Population and Development, ICPD. However, disparities still persist and large pockets of people still do not benefit from these advances either due to their remote location, social class, gender, disabilities or other. With



the right level of evidence-based advocacy and policy dialogue, coupled with an acceleration programme, India is well positioned to close the gaps towards UNFPA Strategic Plan's three transformative goals by 2030. UNFPA has been a partner of the Government of India and People since 1974 and is now on its 9th five-year Country Programme. UNFPA has a team of committed and driven staff in its main office in New Delhi, and four state-based offices. UNFPA is an integral part of the UN family in India and is fully committed to the UN Reform agenda to make the United Nations a relevant, agile and responsive partner to the Government and People.

You will ensure the effective management of UNFPA activities in the areas of sexual and reproductive health and reproductive rights, adolescents and youth empowerment, and gender equality, women empowerment, and gender-based violence, ensuring linkages with population dynamics in your assigned State. Working to advance the ICPD policy agenda in a challenging environment, you will respond to changing priorities of the State Government, promoting partnership and strategic alliances with counterparts in government, multi-lateral and bilateral agencies, civil society organisations and local communities, to address emerging issues, and effectively influence diverse stakeholders towards achieving UNFPA's mandate in the State, so that no women and girls are left behind. You will actively contribute to UN Reform through coordination at State level with other UN agencies and participation in policy dialogue and provision of inputs into joint initiatives.

### **You would be responsible for:**

#### **A. Programme Management and Coordination:**

- Lead the implementation of UNFPA country programme in your assigned State, firmly anchored on rights-based, gender centric and results-based approaches, and other relevant, appropriate strategies and interventions.
- In close coordination with the State Government and collaboration with other partners oversee the management of the UNFPA programme in full compliance with Corporate policies and procedures.
- Oversee the achievement of programme results applying appropriate monitoring and oversight mechanisms.
- Continually scan the environment, anticipate, brief and advise UNFPA senior Management on the socio-economic and political conditions in the State and their implications for the UNFPA-supported programmes.
- Under the supervision of the Deputy Representative and guidance of the CO Programme and Technical Coordinator, lead in the formulation of the State level annual work plans.
- Monitor and supervise day-to-day implementation of the annual workplans in close and regular consultation with implementing partners and stakeholders.
- Guide and orient implementing partners on relevant UNFPA policies and procedures, introducing effective modalities and practices of implementation.
- Analyze progress, technical and other substantive reports from State level implementing partners and stakeholders and recommend necessary follow-up and/or corrective actions.



- In consultation with the CO team, lead humanitarian preparedness and response interventions in the State, ensuring adequate attention given to the needs of women and girls during emergencies.

#### **B. Policy Dialogue and Technical Support:**

- Conduct policy dialogue with Government counterparts, UN agencies and other development partners in respective State and advocate for inclusion of ICPD agenda into State plans and strategies, UN systems initiatives and development frameworks.
- Represent UNFPA, promote and articulate the ICPD Programme of Action linkages to Agenda 2030 in high-level meetings, conferences and fora at State level.
- Contribute to the development and implementation of an integrated Country Office strategy.
- Ensure compliance of programme implementation with UNFPA corporate technical and programme policies and guidelines. Assess implications of new policy developments and strategies on programme execution, and ensure their integration as relevant.
- Provide technical guidance to ensure that programmes are rights-based, gender-responsive and inclusive.

#### **C. Advocacy, Partnerships and Resource Mobilization:**

- Represent UNFPA at the state level, advocate for policies supportive of UNFPA transformative goals.
- Establish and nurture partnerships with multi-lateral agencies, civil society including academia, research community and community-based organisations, building strategic alliances towards ending preventable maternal deaths, ending unmet need for family planning and ending gender-based violence in all its forms including child marriage and gender-biased sex selection.
- Provide strategic inputs towards advocacy efforts of the Country Office by preparing or reviewing relevant documentation, i.e. white papers, donor and other high-levels visitor briefs, conference papers, speeches, fund-raising concept notes and proposals.
- Create and deliver effective, contextualized and evidence-based advocacy messages to advance UNFPA programme goals.
- Understand State level budget cycle and advocate for increases in State budgetary allocations and expenditures towards maternal health, family planning and addressing gender-based violence, with special focus on adolescents and youth and vulnerable population groups.
- Build strong technical and programme multi-sectoral partnerships for effective programme delivery.
- Contribute substantially and strategically to CO resource mobilization initiatives and lead resource mobilization at state level.
- Under the guidance of CO Communication and Media team, work with local media agencies to disseminate UNFPA's work and build community awareness and mobilize



community support for ICPD and the sustainable development goals, especially SDGs 3 and 5.

#### **D. State Office Management & Leadership:**

- Manage UNFPA office in your assigned State; establish systems of accountability for effective compliance with corporate policies and procedures in stewardship of resources entrusted to you, and effective and efficient management of programmes.
- Role model a culture of accountability, integrity and respect, in line with the UN Leadership Framework and the UN Code of Conduct.
- Supervise and guide State Office staff and promote a high standard of performance within the team using a participatory and constructive style.
- Foster a culture of open communication and transparency, and maintain a motivated workforce; promote a learning environment and systematic information sharing among the State Office Staff.
- Identify technical knowledge gaps and propose a training to the Country Office management for State-based personnel.
- Identify talent, develop and implement career development plans through mentoring, coaching and other training opportunities.
- Plan and implement capacity building for UNFPA State office personnel and counterparts in programme and financial management procedures, and on ICPD/SDGs in general.

Carry out any other duties as may be required by UNFPA leadership.

#### **Qualifications and Experience:**

##### **Education:**

Advanced degree in public policy, international development, public health, population studies, Law and human rights, or other related social science discipline.

##### **Knowledge and Experience:**

- Five years of progressively responsible professional experience in the field of development management, including programme design, appraisal, budget management, and human resources management.
- Demonstrated ability to design and implement development programme aligned to national/state priorities.
- Experience in networking, alliance building for advocacy, and coordination mechanisms.
- Strong track record of demonstrable development programme results.
- Understanding of and experience in mainstreaming human rights and gender equality dimensions into programme design and implementation.
- Proven experience in coordinating/managing and motivating a multi-disciplinary team of staff, experts and consultants;
- Political acumen; excellent interpersonal, negotiating, intercultural communication skills; ability to convey and motivate others towards a shared vision.
- Demonstrated expertise in advocacy and policy dialogue.



- Field experience is highly desirable; prior experience in multilateral agencies is an asset.

**Languages:**

Fluency in English is mandatory. Working knowledge of Hindi and/or other local language is desirable. Other UN language(s) is an asset.

**Required Competencies:**

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>• Delivering results-based programme</li> <li>• Internal and external communication and advocacy for results mobilisation</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	<p><b>Managerial Competencies:</b></p> <ul style="list-style-type: none"> <li>• Providing strategic focus,</li> <li>• Engaging in internal/external partners and stakeholders,</li> <li>• Leading, developing and empowering people, creating a culture of performance</li> <li>• Making decisions and exercising judgment</li> </ul>

**Compensation and Benefits**

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

**Disclaimer**

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