JOB DESCRIPTION

Official Job Title: Area Humanitarian Coordinator  Duty Station: Mogadishu

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<tr>
<th>Grade (Classified)</th>
<th>SC - 10</th>
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<td>Post Type:</td>
<td>☒ Rotational  ☒ Non-Rotational</td>
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<td>Classification Authority:</td>
<td>Date: February 2018</td>
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Duties and Responsibilities

Under the overall guidance of the UNFPA Representative/Deputy Representative and the Humanitarian Coordinator for the Somalia Country Office (CO) and under the direct supervision of the Assistant Representative, the Programme Analyst provides programmatic and technical support and coordination to ensure strong partnerships and collaboration with the United Nations (UN) as well as with national and international counterparts in a comprehensive multi-sectorial prevention and response in UNFPA mandate areas with particular focus on Sexual and Reproductive Health and gender-based violence (GBV) in emergencies. This response includes a close cooperation with Health Cluster partners to ensure RH needs in humanitarian settings are met. UNFPA is the Lead on the RH and Gender-Based Violence (GBV) Sub-Clusters as well as the Coordinator for the RH Capacity Development programme, which the incumbent will assist in coordinating. The Programme Analyst assists in building the capacity of colleagues, as necessary, to address programmatic and technical needs of the UNFPA programme.

The incumbent will perform the following duties:

- Supports UNFPA Mogadishu office as needed in the Reproductive Health (RH) and Gender-Based Violence (GBV) Working Groups and other related coordination mechanisms based in Mogadishu, Somalia and
seeks inputs and guidance into all humanitarian response documents including related fundraising proposals, project proposals, Terms of Reference (TORs), assessments and evaluations, mission plans, reports and budgets.

Ensures humanitarian response activities are mainstreamed within UNFPA programme Annual Work Plans (AWPs) for Government and non-Government partners.

Contributes to develop, with the UNFPA humanitarian response team, relevant proposals in order to raise funds for humanitarian activities, particularly through the Humanitarian Response Plan (HRP) and Central Emergency Response Fund (CERF) mechanisms and others related to humanitarian programming.

Provides support to the development of national contingency plans at the central and local levels.

Ensures availability of information and organizes capacity-building activities for UNFPA staff and partners on emergencies, including United Nations Country Team (UNCT) priorities such as preparedness.

Assists in preparing an inventory of humanitarian and relief partners, including national and international NGOs in south / central Somalia and establishes a monitoring mechanism/system for RH kits and commodities that takes into account warehouse capacity, access, utilization rate, coverage and distribution.

Contributes to the development and/or revision of monitoring tools and tracks progress through consolidation of service reports of Implementing Partners.

Represents UNFPA in cluster meetings at the Mogadishu and other regions, whenever required, and ensures flow of information from the meetings is shared with Somalia CO.

Attends meetings organized by the Office of Coordination of Humanitarian Affairs (OCHA) and provides information to the CO for the Inter-Agency Standing Committee (IASC) meetings, when necessary.
Supports the coordination, effective implementation and monitoring of the RH & GBV components of the humanitarian response programme, including the collaboration with government counterparts, UN Agencies, NGOs, FBOs and CSOs.

Assists in the implementation of Implementing Partners’ (IPs) annual work plans on RH/GBV in line with government priorities and in accordance with UNFPA programme policies and procedures of Annual Work Plans (AWPs) with IPs.

Monitors project expenditures and disbursements to ensure delivery is in line with approved project budgets and ceilings and to realize targeted delivery levels, and coordinates timely delivery of quality project and financial reporting while ensuring compliance with financial requirements for activities from the RH and GBV AWPs of IPs.

Ensures regular updates on UNFPA’s humanitarian activities are included in the monthly reports of UNFPA and Somalia humanitarian periodic bulletins of the Health and Protection Clusters.

Carries a periodic mapping of RH/GBV service facilities and helps in developing training plans in GBV prevention and response.

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Core Competencies

- Integrity/Commitment to UNFPA mandate.
- Working in Teams.
- Fostering Innovation and Empowerment.
- Self-Management/Emotional Intelligence.
- Communicating ideas and information sharing.
- Commitment to Excellence.
- Knowledge Sharing/Continuous Learning.

Functional Competencies

- Job Knowledge.
Basic knowledge of standard computer software applications and information technology including electronic communication.
• Understanding of fundamental concepts and principles of a professional discipline.
• Ability to identify new and better approaches to work processes and incorporates in the work.

Qualifications and Experience Required
• Advanced university degree (master's level or higher) in social sciences, public health, nursing, medicine, gender or other related social science / development studies.
• A minimum of five years of increasingly responsible professional experience in the humanitarian field or a closely related field.
• Prior field experience in the UN system will be an asset.
• Experience in health or health-related areas, preferably with some experience in sexual and reproductive health, gender and development issues.
• Proficiency in English and Somali (both written and oral) required.
• Initiative and sound judgment.
• Dedication to the United Nations principles and demonstrated ability to work harmoniously with concerned partners.