**Liaison Officer (Integrated Support Programme for**

**Women and Young People’s Health in Umnugobi province)**

**Job title: Liaison Officer (Integrated Support Programme for Women and Young People’s Health in Umnugobi province)**

**Level: SC-5**

**Position Number:**

**Location: Dalanzadgad, Umnugobi province**

**Full/Part time: Full time**

**Fixed term/Temporary: Service Contract**

**Rotational/Non Rotational: Non Rotational**

**Duration: 2018-2019**

**The Position:**

UNFPA Country Office (CO) in Mongolia is recruiting a qualified professional for a Liaison Officer’s position to support the implementation of the Integrated Support Programme for Women and Young People’s Health in Umnugobi Province, who will assist in regular and efficient communication and coordination between UNFPA CO, the Governor’s Office of Umnugobi province, the Gobi-Oyu Development Support Fund Secretariat, and other key partners at provincial and sub-provincial levels.

The Liaison Officer will report directly to the Programme Manager, work under overall guidance of the UNFPA Assistant Representative, and be responsible for liaising on the coordination of the Integrated Programme activities in Umnugobiprovince.

**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 (2018-2021), 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 who transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and commit to deliver excellence in programme results.

**Job Purpose:**

The Liaison Officer will be working closely with relevant local partners such as province/soum governor’s offices, the social policy division, the health department, the family children and youth development department, police department, education department, health and education facilities, youth development centers, local NGOs, and provide technical, operational and liaison support to the implementing partners in the province with UNFPA CO.

**The Liaison Officer will be specifically responsible for:**

* Analyzing and interpreting local priorities relevant to sexual and reproductive health (SRH), youth development, and gender equality, and promoting evidence-based advocacy efforts into the local policy formulation and planning;
* Assisting UNFPA Mongolia and partners to prepare annual and quarterly workplans and budget breakdowns, and ensuring a timely submission of quarterly financial requests and reports to UNFPA Mongolia;
* Proactively liaising on the implementation of the Integrated Programme in Umnugobi province in close collaboration with UNFPA Mongolia and implementing partners and support coordination of the project activities;
* Supporting capacity development and training initiatives for local counterparts, providing liaison support, and monitoring results, particularly ensuring that sustainability and ownership are promoted;
* Specifically assisting in applying the results-based approach, and supporting in assessing project progress reports for quality and consistency as per UNFPA’s RBM and M&E policies, tools and methodologies;
* Supporting the monitoring of project expenditures and disbursements at sub-national levels in Umnugobi to ensure efficient utilization of funds in line with approved budgets and effective utilization of equipments and other supplies provided by the project;
* Assisting in annual project audit activities and follow up on project audit recommendations;
* Providing facilitation in overseeing project implementation according to UNFPA’s programme and financial policies, rules and procedures, as well as accountability mechanisms at sub-national levels in Umnugobi;
* Providing bi-weekly updates to UNFPA Mongolia on programme activities, and highlight any concerns or challenges met in the course of implementation;
* Promoting knowledge sharing with counterparts and partners in support of evidence-based advocacy efforts;
* Assisting with systematic documentation of innovative strategies and best practices in youth development, sexual and reproductive health and gender in the province;
* Promoting coordination and collaboration with national and international organizations working in the locality in areas of sexual and reproductive health, youth development and gender equality, and facilitate internal and external missions that involve UNFPA, as needed, to the province;
* Participating in the formulation, implementation and review of CO plans and reporting;
* Undertaking any other tasks as requested by UNFPA Mongolia and
* Carrying out any other duties as may be required by UNFPA leadership.

**Qualifications and Experience**

**Education:**

* Baccalaureate degree in health, social sciences or public/business administration; and
* Specific training or background in sexual and reproductive health and/or youth development and/or gender is an asset.

**Knowledge and Experience:**

* At least 3 years of experience preferably in programme/project management in the public or private sector;
* Proficiency in current office software applications.

**Languages:**

* Fluency in oral and written Mongolian, and proficiency in reading and speaking in English is also required.

**Required Competencies**

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| **Values:*** Exemplifying integrity;
* Demonstrating commitment to UNFPA and the UN system;
* Embracing cultural diversity;
* Embracing change.
 | **Functional Competencies:*** Advocacy;
* Results-Based Programme Development and Management;
* Building Strategic Alliances and Partnerships;
* Innovation and Marketing of New Approaches;
* Technical Expertise.
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| **Core Competencies:** * Values/Guiding Principles;
* Performance Management;
* Working in Teams;
* Self-Management/Emotional Intelligence/ Conflict Management and
* Resolving Disagreements;
* Communicating ideas, information and knowledge sharing;
* Results Orientation/Commitment to Excellence;
* Knowledge Sharing/Continuous Learning.
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**Compensation and Benefits**

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

**Disclaimer**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

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| **Immediate Supervisor’s Name & Signature** | **Iliza Azyei, Assistant Representative, a.i.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****<Date>** |
| **Division Director’s Name & Signature** | **Naomi Kitahara, Representative****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****<Date>** |