



COVID-19 COORDINATOR (TA) FAST TRACK PROCEDURE

Job title:	COVID-19 Coordinator
Level:	NOB
Position Number:	00156070
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Temporary Appointment
Rotational/Non Rotational:	Non-Rotational
Duration:	231 days

The Position:

COVID-19 Coordinator post is located in the Country Office (CO) of UNFPA of Mongolia and reports directly to the Assistant Representative

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 (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 that 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 who commit to deliver excellence in programme results.

Job Purpose:

Given negative impacts of COVID-19 pandemic on the health and wellbeing of women and young people in Mongolia, UNFPA Mongolia has committed to scale up its preparedness and response on COVID-19 and increase organizational capacity with a focus on preventing and responding to gender based violence and addressing sexual and reproductive health. Given upward trends in domestic violence and maternal deaths in the country, and the need to immediately meet multiple needs of women and young people and ensure that their access to life- saving, essential social services are fulfilled in all situations of crises, UNFPA Mongolia country office has launched several strategic initiatives and some other in the pipe line. At the same time, CO's emergency response requires quality implementation of interventions in a timely manner and inter-cluster coordination. Hence a full-time coordination, project and information managerial support is required at the CO to ensure quality implementation and adequate coordination.

Under overall guidance of Head of Office, and with the direct supervision of Assistant Representative, the COVID-19 Coordinator will work closely with Programme and Operations teams to ensure the implementation of COVID-19 preparedness and response projects of Mongolia country office to COVID-19 and strengthen emergency preparedness measures of CO for any escalated emergency.

The COVID-19 Coordinator maintains collaborative relationships with all Programme and Operations staff at the CO. Internal contacts include the Head of Office, Assistant Representative, Programme Specialists, the CO's programme and operations team.

You would be responsible for:

Strategic Support and Environmental Scanning:

- Support Senior Management Team/Head of Office by constantly scanning of the environment, providing an early warning information and assuring preparedness mechanisms in the CO for addressing timely response to emergency situations, including COVID-19;
- Provide guidance and technical support to CO with regard to UNFPA's role in responses on COVID-19;
- Provide substantive, logistical, and administrative assistance to CO in relation to UNFPA's participation in emergency preparedness and response projects;
- Lead the development and updating of Humanitarian Response Plan, Contingency Preparedness Plan for COVID-19 Pandemic through networking with Humanitarian Country Team, UN Country Team and other stakeholders at the country level;
- Maintain continuous and close communication and provide swift follow-up and operational support to CO during emergency situation, including staff awareness on infection prevention and vaccination; and
- Contribute to the analysis and incorporation of UNFPA mandate areas and ICPD issues into emergency preparedness, response and recovery approaches within the context of national and UN strategic planning and policy documents, including the United Nations Framework for the Immediate Socio-Economic Response to COVID-19, CCA, UNDAF, Humanitarian Response Plan, and CPD.
- Prepare monthly situation report on COVID-19 and ensure its distribution to all partners and colleagues

Coordination:

- Coordinate and collaborate with relevant UNFPA programme officers, operations team and partners (such as thematic groups, inter-agency forums, government counterparts, UN agencies, International and local NGOs, etc.);
- Represent UNFPA in COVID-19 related events and meetings as appropriate; and
- Support UNFPA in leading and coordinating GBV sub- cluster and contribute to Health Cluster meeting/events and other relevant humanitarian and coordination forums.

Technical Support and Programming:

- Undertake the process of planning, implementation, monitoring and reporting of COVID-19 projects and initiatives;
- Act as backstopping resource person to Humanitarian Focal Point, and represent UNFPA as focal point for humanitarian issues to various coordination mechanisms;
- Develop, implement, monitor and evaluate COVID-19 projects, including timely reporting to UNFPA donors; and
- Establish linkages and ensure integration of humanitarian response activities/ initiatives with development work.

Advocacy and communication:

- In collaboration with Head of Office and Media and Communication Analyst, contribute to development of advocacy and communication materials including human interest stories, press releases and other advocacy materials on COVID-19 work;
- Develop and compile periodic situation reports on COVID-19 pandemic in the country and UNFPA response
- Advocate on UNFPA's work in UN, humanitarian and donor community; and

- Perform other duties assigned by UNFPA.

Qualifications and Experience:

Education:

Advanced university degree in medical science, public health, humanitarian studies, or other social science and development related field.

Knowledge and Experience:

- A minimum of 2 years of increasingly responsible relevant professional experience
- Strong commitment to the mandate of the UN and UNFPA in Mongolia
- Field experience addressing/integrating gender, and/or reproductive health issues in emergency or high alert contexts
- Knowledge of sexual and reproductive health and rights, gender, youth development in development projects
- Excellent computer literacy (windows environment, MS office applications including Word, Excel and Power-point and Internet skills)

Experience in application of conflict sensitivity and “do no harm” approaches in programming

Languages:

Fluency in oral and written English and Mongolian is essential with ability to write clearly and concisely and to compose correspondence and documents in both languages.

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"> • Advocacy/ Advancing a policy-oriented agenda • Leveraging the resources of national governments and partners/ building strategic alliances and partnerships • Delivering results-oriented programmes • Internal and external communication and advocacy for results mobilization
<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 and our relationships, • Communicating for impact 	

Compensation and Benefits:

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

Disclaimer:

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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.