



## Head of Provincial Office

<b>Job title:</b>	<b>Head of Provincial Office (1 position)</b>
<b>Level:</b>	<b>NO-C</b>
<b>Position Number:</b>	<b>171858</b>
<b>Location:</b>	<b>Janakpur/ Dhangadhi/ Butwal</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 Head of the Provincial Office (PO) plays a leadership role in protecting the priorities and mandate of the organization at the provincial and local level in development and humanitarian contexts. S/he ensures the effective management of UNFPA activities across result areas within the respective Province and priority Municipalities to accelerate achievement of the ICPD Programme of Action and Agenda 2030 for Sustainable Development. S/he leads and motivates the UNFPA provincial and local staff to advance the UNFPA policy and programme results in collaboration with the UNFPA Country Office (CO) in Kathmandu. S/he effectively positions UNFPA to lead on issues of population and development, sexual and reproductive health, and gender equality in development and humanitarian contexts through policy advocacy efforts, ensuring coordinated engagement across the UN system with national counterparts and other development partners. S/he substantively contributes to the management, coordination and quality assurance of planning, implementation, monitoring and results reporting of UNFPA interventions in the Province and priority Municipalities.

Under the overall guidance and supervision of the UNFPA Representative, the Head of the Provincial Office contributes to expanding the range of UNFPA deliverables in the Province and priority Municipalities, within the ICPD agenda, based on national, provincial and local level priorities and in collaboration with the key stakeholders at all levels.

### **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, 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 uphold UN values as enshrined in its Charter, who are transparent, exceptional in managing the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

Nepal is committed to the full implementation of the ICPD Programme of Action and has an enabling policy and legal environment for advancing sexual and reproductive health and rights. However, despite this commitment and concerted efforts by national and development partners including UNFPA, progress towards UNFPA's three transformative results - ending preventable maternal deaths, unmet need for family planning and gender-based violence and harmful practices - has been limited in the last decade

The Head of the PO plays a leadership role in advancing the ICPD Programme of Action at provincial and local level, ensuring the ICPD agenda is integrated in provincial and local development and humanitarian agendas, through close engagement with the Provincial and Municipal I authorities and other key stakeholders including civil society organization and gender and youth networks. S/he will lead the implementation of the UNFPA-supported programmes in the Province.

**You would be responsible for:**

**A. Advocacy and Policy Dialogue:**

- Represents UNFPA at the provincial and local level, conducting advocacy and policy dialogue with Government counterparts, UN system and other development partners to facilitate the positioning of UNFPA on strategic and substantive issues and promote UNFPA's comparative advantage and contributions to the development and humanitarian agendas. ,
- Advocates for provincial and local policies and plans supportive of the ICPD Programme of Action and UNFPA's transformative goals, using evidence-based messages.
- Regularly analyses the socio-economic and political context in the province, including implications for the ICPD agenda and UNFPA-supported programmes and activities, and briefs UNFPA Nepal management team, as needed.
- Advises on and builds strong technical and programme multi-sectoral partnerships, alliances and coalitions with Government, UN system, NGOs and community groups, to advocate for the ICPD Programme of Action and its linkages with Agenda 2030.



- Advocates for increases in Provincial and local budgetary allocations and expenditures to leverage financing for the ICPD agenda and to ensure sustainability of interventions.
- Coordinates and participates in provincial and local level UN system wide and development partner discussions on the SDGs and represents UNFPA in inter-agency meetings including in humanitarian settings, ensuring smooth cooperation and coherence among UN partners.
- Provides strategic inputs towards advocacy efforts of UNFPA Nepal by preparing or reviewing relevant documentation, i.e. project summaries, conference papers, speeches, press releases, donor profiles and participates in provincial and local level meetings, public events and field visits.

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

- Acts as the principal adviser on provincial level issues to the UNFPA Representative and management team of UNFPA Nepal.
- Coordinates the implementation of the UNFPA supported programmes in the respective Province and Municipalities, ensuring appropriate policies and procedures are applied by UNFPA and the implementing partners, and appropriate monitoring and oversight mechanisms and systems are established and fully implemented.
- Leads the engagement with provincial and local level implementing partners, ensuring they are informed of UNFPA's priorities and programmes, policies and procedures, so that proposals and implementation are aligned to UNFPA programme results, in development and humanitarian contexts.
- In consultation with the UNFPA CO in Kathmandu CO team, leads humanitarian preparedness and response interventions in the province, ensuring adequate attention is given to the needs of women and girls during emergencies.
- Actively promotes and supports the participation of civil society and private sector in development and humanitarian processes at provincial and local level.
- Ensures compliance of programme implementation with UNFPA corporate programme and operations policies and guidelines, and assesses the implications of any new policies and guidelines on programme delivery, ensuring their integration, as relevant.
- Provides technical guidance to ensure that programmes are rights-based, gender-responsive and inclusive and draw on global good practices
- Participates in the formulation of the annual work plans; ensures application of results-based management and quality assurance procedures; and monitors the day-to-day implementation of work plans through consultations, correspondence and field visits, ensuring the efficient and effective use of resources.
- Analyzes progress, technical and other substantive reports from provincial and local level implementing partners and other stakeholders and recommends required follow-up and/or corrective actions.
- Contributes substantially and strategically to UNFPA Nepal resource mobilization initiatives; assists in the formulation and implementation of a resource mobilization



strategy and proposals for the country; and mobilizes resources at provincial and local level for the sustainability of UNFPA-supported programmes.

- Under the guidance of the UNFPA communications staff, works with the provincial and local media agencies and journalists to publicize UNFPA's work through a variety of channels, including social media.

### **C. Provincial Office Management & Leadership:**

- Promotes a learning environment and systematic information sharing among UNFPA staff and ensures effective knowledge management strategies are implemented by the provincial and local staff, capturing, and sharing lessons learned and good practices to guide policies and programmes.
- Fosters a culture of open communication and transparency, and maintains a motivated workforce.
- Supervises and guides provincial and local staff and ensures a high standard of staff management within the team using a participatory and constructive approach.
- Undertakes capacity building for UNFPA staff and counterparts on issues pertaining to programme and financial management and for policy advocacy goals.
- Identifies talent and mentors and/or coaches staff for career development and encourages a culture of learning and accountability.
- Establishes and maintains a harmonious working environment; seeks to strengthen team-building by encouraging active participation and interaction at all levels; fosters staff motivation, development and empowerment; and leads by example.
- Establishes a provincial security plan and business continuity plan in line with UN procedures and requirements.
- Ensures an ethics-based approach to management of all human and financial resources.

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

### **Qualifications and Experience:**

#### **Education:**

Advanced degree in Development Studies, Political Science, Public Policy, Public Health, Population Studies, 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 people skills.



- Demonstrated experience in coordination and liaison with government counterparts, non government organizations, UN agencies, private sector, development partners and community based organizations;
- Demonstrated ability to refine programme design to ensure alignment of programme objectives to national priorities and capacities;
- Experience in programme management including experience in large multi-sectoral projects, designing and appraising proposals and actively liaising with relevant and potential project partners;
- Strong track record of programme leadership, and proven ability to manage complex programmes and produce demonstrable results, with shared visions and goals;
- Understanding of human rights and gender equality dimensions in programme design and implementation;
- Proven experience in coordinating/managing and motivating a multi-disciplinary team of staff, experts and consultants;
- Possess excellent interpersonal, negotiating, intercultural communication skills and political acumen;
- Demonstrated expertise in advocacy and policy dialogue is desirable;
- Field experience is highly desirable;
- Prior experience in the UN system is an asset.

**Languages:**

Proficiency in English and Nepali is required. Working knowledge of another UN language 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>
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**Core Competencies:**

- 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

**Managerial Competencies:**

- Providing strategic focus,
- Engaging in internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

**Compensation and Benefits**

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

*\*No expectancy of renewal in accordance with UN Staff Regulations 4.5*

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