



JOB DESCRIPTION

| | | |
|----------------------------------|---|---------------------------|
| Official Job Title: | PROGRAMME COORDINATOR FOR PROGRAMME COORDINATOR DoH KHYBER PAKHTUNKHWA Duty Station: KPK | |
| Grade (Classified) | Third Party Contract | |
| Post Number: | NA | |
| Post Type: | <input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational | |
| Classification Authority: | NA | Date: 25 June 2019 |

1. Organizational Location

| |
|--|
| <p>DoH Khyber Pakhtunkhwa under UNFPA funding</p> <p>Organizational Context:</p> <p>The Supreme Court of Pakistan, taking Family Planning as a human right issue, took Suo Moto Notice on 4th July 2018 and constituted a Taskforce to frame clear, specific and actionable recommendations to address matters relating to alarming population growth. The recommendations were placed before (Council of Common Interests) CCI on 19th November, 2018. The CCI approved all the recommendations and asked the Ministry NHR&C to prepare an Action Plan with financial modalities for operationalization of the recommendations in consultation with all relevant stakeholders.</p> <p>To implement the initiatives of the CCI and the provincial government, UNFPA has signed an Annual Workplan 2019 with the DoH to enhance the capacity of the department. Under this AWP many activities are agreed to enhance awareness, improve capacity and develop consensus for the improved RH and family planning services.</p> <p>Programme Coordinator will work directly under Director Health MCH/(RH), at DGHS office in DoH KP, with technical support of the Technical Advisor UNFPA KP, the consultant will work in close coordination with admin and DGHS office staff/departments, for the preparation, update and ensure smooth implementation of the AWP 2019 of UNFPA with DoH KP. She/he will assist Deputy Director MCH/RH, DGHS in day to day affairs related to RH, Adolescent Health and Family Planning.</p> |
|--|

2. Job Purpose

| |
|--|
| <p>The Consultant having position of interim Programme Coordinator is intended to play a leadership role in providing technical and administrative support to the Department of Health Pakhtunkhwa, in implementation of UNFPA AWP, technical feedback on RH and FP documents and assist the Maternal Child Health Unit of DGHS office</p> |
|--|

The consultant having position of Programme Coordinator (PC) is intended to play a vital role in providing technical, administrative and coordination support to MCH/RH Unit of DGHS office Khyber Pakhtunkhwa to provide assistance for implementation of Annual Workplan signed/will be signed with DoH Khyber Pakhtunkhwa

3. Major Activities/Expected Results

The main roles of the Programme Coordinator will be to facilitate the Reproductive Health Unit in DGHS office KP in their mandate, assist with finalization of the action plans, coordinate with the PWD on Family Planning activities and coordinate various activities assigned by line supervisor.

The Programme Coordinator provide support to the DoH and Technical Specialist UNFPA KP, establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bi-lateral agencies and civil society to address emerging issues related to RH and FP and to facilitate implementation of the recommendations provided in due course of time.

He/ She will participate in provincial fora such as the FP 2020, RH Core group and other related working groups and update the status of implementation of the recommendations.

1. Provide technical, administrative and secretariat support to DoH KP including but not limited to provide support to convening of various activities planned in the AWP, coordination the implementation of its decisions, report on progress and prepare working papers for the meeting.
2. Coordinate all activities relating to the financial aspects of the implementation of the above-mentioned Annual Work Plan:
3. Provide assistance to DoH to coordinate with relevant provincial government departments, International Development Partners (IDPS), private sector and Civil Society Organizations(CSOs) for reporting on the implementation of the RH and FP activities:
4. Coordinate with media, corporate sector, academia, religious scholars and all other segments of the society for the matters relating to garnering support for the successful implementation of the above-mentioned Action Plan;
5. Work as a lynch-pin between the DoH, PWD, UNFPA, relevant line departments, CSOs and other stakeholders
6. Support the DoH KP in preparing briefs, PowerPoint presentations, regularly update and working papers for various meetings.
7. Provide monitoring support for DoH KP as and when needed within in province.
8. Ensures a roadmap in the Communications Strategy containing liaison with key development partners, civil society and academia to galvanize awareness of and support for the RH and FP initiatives;
9. Perform any other task as required by Director Health (RH)/Technical Specialist UNFPA KP.

4. Work Relations

Consultant will report to Director MCH/ RH KP and technical coordination with Technical Specialist UNFPA KP

5. Job Requirements

Education

- Master's degree in public health/communication/management/social sciences or 16 years Education of equivalent Qualification and relevant experience.

Knowledge and Experience

- At least 5-7 years' professional experience preferably in programme/project management in the public or private sector.
- Experience in communications and public relations. Working experience with the Private and Public along UN system will be considered an asset.
- Experience of population program, at Provincial level and understanding of latest development will be an added advantage.
- A thorough understanding of the public system in general, and especially population mandate, policies and operations, as well as the current development topics and political issues in Pakistan;
- Excellent presentation, written communications and editing skills in English;
- Excellent knowledge of the IT inclusive of applications, Microsoft office, mechanics of the social media, digitization is essential.

Functional competencies:

- Advocacy/Advancing a policy oriented agenda
- Results-based programme development and management
- Innovation and marketing of new approaches

Core Competencies:

- Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity
- Managing Relationships: Working in teams, Communicating information and ideas, Conflict and self-management
- Working with people: Empowerment/Developing people/Performance management
- Personal Leadership and Effectiveness: Strategic and analytical thinking, Results orientation/Commitment to excellence, Appropriate and transparent decision making

Languages:

Fluency in English is required. Working knowledge of Urdu is essential