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## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

**Job Code Title:** Project Focal Point in Prisons Organization (PO)- HIV/AIDS Component  
**Reports to:** National Project Director  
**Duty Station:** Prisons Organization

**Type of Contract:** Service Contract  
**Level of Post:** SC8  
**Duration:** Six months with possibility of extension

### II. Organizational Context

Under the supervision of the National Project Director, the Project Focal Point ensures implementation of HIV/AIDS project activities as reflected in the approved project document and work plan, ensures high quality of project performance and achievement of intended results.

### III. Functions / Key Results Expected

- Take charge of the day-to-day management of the project activities to be undertaken by the designated Sub-Recipient (SR) that is Prisons Organization. Assume operational management of the project in consistency with the project work plan and approved project document, policies and procedures of the Government of I.R. Iran, UNDP Iran, and the Global Fund.
- Timely identification and resolution of implementation problems, under the guidance of the direct supervisor.
- Initiate and coordinate work plan's supporting activities to ensure mobilization of all project inputs.
- Coordinate and support the recruitment, supervision and management of project personnel. This includes preparing Terms of Reference (TOR) for personnel and professional service providers, pursuing and support of recruitment procedures with coordination and as per UNDP's guidelines, etc.
- Coordinate procurement of goods/services. This includes preparation of the TOR/Specifications, as well as pursuing selection procedures under the guidance of the direct supervisor and with close coordination with UNDP.
- Ensure that all project resources are used efficiently and in support of the project objectives, ensuring that activities are carried out as targeted in the work plan.
- Coordinate and provide strategic guidance and technical support to project personnel.
- Review and revise project activities as and when necessary on a quarterly, semester and/or annual basis; update project work plan under the guidance of the direct supervisor, and in collaboration with UNDP and close liaison with the responsible Sub-Recipients (SR), when applicable.
- Timely preparation and submission of complete and accurate progress reports and to assure that reports prepared by project personnel or service providers are prepared as per the requirements of the SR, the Global Fund and the UNDP.
- Ensuring appropriate and timely Monitoring and Evaluation (M&E) activities as per the project's M&E Plan and report accordingly.

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- Conducting field visits and preparing report and recommendation for better implementation of the project activities and follow up to ensure implementation of the recommendations.
- Monitor and certify project expenditures in conformity with the administrative and financial procedures of the SR, and UNDP and to ensure timely settlement of pre-payments, when applicable.
- Supervise process of development of curriculum/instruction material/etc.
- Ensuring timely preparation and submission of financial, inventory and M&E reports.
- Assist the preparation of the national strategic/communication/M&E plans, the Global Fund proposals, etc.
- Perform other related duties as and when required.

#### **IV. Impact of Results**

The key results have an impact on the successful achievements of project objectives.

#### **V. Competencies**

##### **Functional Competencies:**

##### **Advocacy/Advancing A Policy-Oriented Agenda**

Level 1.2: Preparing information for advocacy

- Identifies and communicates relevant information for a variety of audiences for advocating UNDP's mandate

##### **Results-Based Programme Development and Management**

Level 1.2: Contributes into results through primary research and analysis

- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of projects/programme implementation

##### **Building Strategic Partnerships**

Level 1.2: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders

##### **Innovation and Marketing New Approaches**

Level 1.2: Enhancing processes or products

- Generates new ideas and proposes new, more effective ways of doing things

##### **Promoting Organizational Learning and Knowledge Sharing**

Level 1.2: Basic research and analysis

- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things

##### **Job Knowledge/Technical Expertise**

Level 1.2: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of a professional discipline

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<p>or technical specialty relating to the position</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks</li> <li><input type="checkbox"/> Strives to keep job knowledge up-to-date through self-directed study and other means of learning</li> <li><input type="checkbox"/> Demonstrates good knowledge of information technology and applies it in work assignments</li> </ul> <p><b>Global Leadership and Advocacy for UNDP's Goals</b></p> <p>Level 1.2: Preparing information for global advocacy</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifies and communicates relevant information for advocacy for UNDP's goals for a variety of audiences</li> </ul> <p><b>Client Orientation</b></p> <p>Level 1.2: Establishing effective client relationships</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion</li> <li><input type="checkbox"/> Organizes and prioritizes work schedule to meet client needs and deadlines</li> </ul> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrating/safeguarding ethics and integrity</li> <li><input type="checkbox"/> Demonstrate corporate knowledge and sound judgment</li> <li><input type="checkbox"/> Self-development, initiative-taking</li> <li><input type="checkbox"/> Acting as a team player and facilitating team work</li> <li><input type="checkbox"/> Facilitating and encouraging open communication in the team, communicating effectively</li> <li><input type="checkbox"/> Creating synergies through self-control</li> <li><input type="checkbox"/> Managing conflict</li> <li><input type="checkbox"/> Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each service contractor.</li> <li><input type="checkbox"/> Informed and transparent decision making</li> </ul>
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<b>VI. Recruitment Qualifications</b>	
Education:	Master's Degree, MD, MPH, equivalent Degrees in Health is required.
Experience:	At least 2 years of relevant experience at the national or international level in providing management advisory services and hands-on experience in design, monitoring and evaluation of development projects. Experience in the use of computers and office software packages and handling of web based management systems
Language Requirements:	Fluency in Persian and English, both written and spoken.