



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Title:	Project Focal Point (Global Fund Multi-Country Tuberculosis Project)
Type of Contract:	Service Contract
Pre-classified Grade:	SC-6
Report to:	National TB Control Programme Manager at Center for Communicable Disease Control
Duty Station:	Center for Communicable Disease Control, TB Department, MOHME, Tehran, Iran
Contract duration:	6 months with possibility of extension:

II. Organizational Context

Ending the global tuberculosis (TB) epidemic by 2035 requires expanding the reach and scope of interventions, engaging a wide set of collaborators and pursuing new scientific knowledge and innovation. One of the challenges for reaching this ambitious target is that there are 4.1 million people with TB who are missed by health system every year and therefore may not get the adequate care they need. They are missed due to barriers that impede their access to appropriate health services, or because they belong to vulnerable populations that are hard to reach, such as migrants, miners, refugees, children and people living with HIV. Both the World Health Organization (WHO) END TB Strategy and the Stop TB Partnership Global Plan Paradigm Shift call for TB programmes to reach at least 90% of key, vulnerable and underserved populations.

The Islamic Republic of Afghanistan (Afghanistan) has one of the highest numbers of refugees, returnees and internally displaced people (IDPs) in the region of Middle East.

Although in the previous years, there were some attempts to coordinate, among the countries of the region, TB services provided to migrants and refugees, there is still no systematic coordination mechanism among the NTPs of Afghanistan, Iran and Pakistan to ensure coordinated activities.

To address these issues, a TB Multi-Country (MC) grant covering period of 1st January 2019 to end December 2021 approved by the Global Fund.

The MC grant will focus on specific following objectives:

1. Strengthening collaboration, information sharing and diagnosis/treatment service referrals between health services with the aim of finding and treating TB cases among mobile Afghan populations.
2. Strengthening cross-border collaboration, information sharing, and referrals among NTPs in the three countries.
3. Strengthening the capacity of the national TB control program in Afghanistan to effectively diagnose and treat TB cases amongst returnees.

UNDP is a key partner to the Global Fund to Fight AIDS, Tuberculosis (TB) and Malaria (Global Fund) and serves as Principal Recipient (PR) of above-mentioned TB MC grant. In Iran UNDP country office as the Principal Recipient (PR) works with the Country Coordinating Mechanism (CCM) and Center for Communicable Disease Control as Sub-recipients (SR) in implementation, monitoring, and evaluation of the project.

Under the direct supervision of National TB Control Program Manager and general supervision of General Director for Center for Communicable Disease Control who acts as the National Project Director, the TB Project Coordinator works in close collaboration with the respective Universities of Medical Sciences, UNDP as the Principal Recipient and other project stakeholders i.e. BAFIA, WHO, UNHCR, IOM, etc. The incumbent will perform a full range of administrative, coordination and monitoring tasks during implementation of the project. S/he ensures coordination between all stakeholders and assist a smooth implementation of the project and delivery of all activities based on the approved project work plan.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to coordination of TB Multi-Country activities
- Support formulation of project strategies and implementation of the TB Multi-Country Work Plan
- Support to the financial accountability of the project
- Support to knowledge building and knowledge sharing

1. Ensures **coordination of all TB Multi-Country activities** focusing on achievement of the following results:

- Ensures coordination and collaboration between stakeholders of the project through organizing technical meetings and other project review meetings.
- Coordination with relevant stakeholder on timely submission of required specifications, Terms of References as well as project reports.
- Arrangement of invitations, organizing the meetings, makes logistical arrangements and prepares minutes of the meetings.
- Coordinate and provide strategic guidance and technical support to project service providers.
- Coordinate procurement of goods/services. This includes preparation of the TORs/Specifications, as well as pursuing selection procedures under the guidance of the direct supervisor and with close coordination with UNDP Iran.

2. Provides effective support to **formulation of project strategies and implementation of the TB Multi-Country Project** focusing on the achievement of the following results:

- Collecting, analysis and presentation of information for identification of areas for support and project implementation and for preparation of reports.
- Support the day-to-day management of the project activities to be undertaken by Center for Communicable Disease Control (CDC), TB Department.
- Support 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.
- Identification of problems and obstacles and finding efficient solutions under the guidance of the direct supervisor.
- Ensure effective implementation of activities and achievement of the project goals.
- Provide Support to 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, when applicable.
- Ensuring appropriate and timely Monitoring and Evaluation (M&E) of the activities as per the project's M&E Plan and preparing the reports accordingly.
- Conducting the field visits and preparing reports and recommendations for better implementation of the project activities and follow up to ensure implementation of the recommendations.
- Assist the preparation of the national strategic/communication/M&E plans, the Global Fund proposals, technical reports etc.
- Supervise process of development of curriculum/instruction material/etc.

3. Ensure **the financial accountability** of the project focusing on the achievement of the following results:

- Ensure that all project resources are used efficiently and in support of the project objectives, making sure that the activities are carried out as targeted in the work plan.
- Support in Timely preparation and submission of complete and accurate Technical and Financial Progress Reports and to assure that reports prepared by Medical Universities / project service providers are prepared as per the requirements of CDC, the UNDP and the Global Fund.
- Presentation of background information for formulation of project documents, monitoring the work-plan, budgets, proposals and etc.
- Monitor and certify project expenditures in conformity with the administrative and financial procedures of the CDC, and UNDP and to ensure timely settlement of pre-payments, when applicable.
- Ensuring timely preparation and submission of financial, inventory and M&E reports.
- Perform other related duties as and when required.

4. Ensures **knowledge building and knowledge sharing** in the project focusing on achievement of the following results:

- Participation in the technical meetings, trainings and relevant events.
- Ensures timely and up-to-date information such as news of relevant events, success stories etc. is uploaded onto UNDP Iran website as necessary.
- Synthesis of lessons learnt and best practices in the project.
- Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the overall performance of the project and success in implementation of the project strategies at all aspects as foreseen in the work plan and the Performance Framework.
Accurate analysis, data entry and presentation of information ensure proper implementation of the project.

V. Competencies and Critical Success Factors

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

Level 1.1: Support the preparation of information for advocacy

- Identifies relevant information for advocacy for a variety of audiences

Results-Based Programme Development and Management

Level 1.1: Contributing to results through provision of information

- Provides information and documentation on specific stages of projects/programme implementation
- Provides background information to identify opportunities for project development and helps drafting proposals

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives
- Maintains databases of donor information
- Tracks and reports on mobilized resources

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products

- Documents and tracks innovative strategies/best practices/new approaches
- Responds positively to new approaches

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position

https://jobs.partneragencies.net/psc/UNDPP1HRE2/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=24817&SiteId=2&PostingSeq=1

- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- Demonstrates in-depth understanding and knowledge of the current guidelines and project management tools, and utilizes these regularly in work assignments

Global Leadership and Advocacy for UNDP's Goals

Level 1.1: Research and analysis

- Identifies relevant information for advocacy for UNDP's goals for a variety of audiences

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Responds to client needs promptly

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each staff member.**
- Informed and transparent decision making

VI. Recruitment Qualifications	
Education:	Secondary Education. University Degree in health, social sciences, business and public administration, program management or other relevant fields of knowledge would be desirable. Having MD and MPH degree will be an asset.
Experience:	<ul style="list-style-type: none"> • At least 6 years of progressively experience in Public Health Management or Planning, Management and Monitoring of projects is required. • Previous working experience on TB control programme would be an asset. • Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.
Language Requirements:	Fluency in Farsi and English, both written and spoken.

VII. Signatures- Job Description Certification

Incumbent (*if applicable*)

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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