



I. Position Information

Project title:	Spot Light Project Coordinator
Project Number:	
Job Code Title:	
Duration of Employment	
Working nature:	Full-time assignment
Working hours:	40 hours a week (09:00-18:00; 12:00-13:00 lunch time)
Duty station:	Bishkek
Pre-classified Grade:	SC 8
Supervisor:	National Program Analyst on Gender

II. Organizational Context

Violence against women and girls (VAWG) is one of the most widespread, persistent and devastating human rights violations impacting negatively to the desired fulfilment of women's and girls' empowerment and development and therefore a threat to the achievement of the Sustainable Development Goals. While there have been efforts to address and eliminate Sexual and Gender Based Violence (SGBV) and Harmful Practices (HP) in Kyrgyzstan, progress remains slow and uneven, with fragmented approaches. It is clear that the elimination of all forms of SGBV and HP is intrinsically connected to transformation of gender and socio-cultural norms including those related to women's sexuality and reproduction and to improving access to comprehensive sexuality education and sexual and reproductive health information and services especially for women and girls.

In response to this, the European Union and the United Nations initiated the Spotlight Initiative, a global partnership between the United Nations (UN) and the European Union (EU) focused on efforts to eliminate all forms of violence against women and girls in support of the 2030 Agenda on Sustainable Development. The initiative comes with the highest level of commitment globally as it will be governed by the UN Deputy Secretary General and the Vice President of the EU Commission. The Initiative provides a model under UN Reform for partnerships among key players encompassing participating countries, development partners, civil society, and the UN to deliver on the SDGs in a comprehensive manner leveraging comparative advantages and expertise of various Agencies.

In Kyrgyzstan, UNFPA will be one of the UN Agencies (alongside UNDP, UNICEF, UNWOMEN and UNODC) implementing the Spotlight Initiative, guided by the ICPD Programme of Action and the 2018 – 2021 Strategic Planning which focuses on three transformational results by 2030: ending gender-based violence and other harmful practices; ending preventable maternal deaths; and ending unmet need for family planning.

Under the overall guidance of the Head of the Office and under direct supervision of the NPA on Gender, the Spotlight Project Coordinator will provide high quality services to ensure timely and efficient management, monitoring and implementation of the project. The Spotlight Project Coordinator promotes a client, quality and results-oriented approach.

III. Functions

1. Work with UNFPA staff in collaboration with other UN Agencies where appropriate on the substantive aspects of the project. Provide advisory and technical assistance on matters related to project implementation;
2. Responsible for operational management of the project and in compliance with the UNFPA regulations and rules, policies and procedures;
3. Responsible for the development of work plans, budget revisions and progress reports;
4. Responsible for the implementation of projects activities and for smooth coordination among the different UN Agencies involved in the project;
5. Timely preparation and compilation of Project Annual/Quarterly progress and final reports and other documentation;
6. Responsible for the delivery of the project resources against the approved budget;
7. Review and coordinate the submission of implementing partner financial and narrative reports and provide quality and timely guidance, formulation, design, implementation, monitoring and reporting from IPs;
8. Monitor project activities and provide inputs to the final project evaluation;
9. Liaise with key stakeholders and other partners to ensure proper coordination and partnership within the framework of project activities implementation;
10. Ensure compliance with standard procedures, including on procurement, contracting of services and formalizing partnerships, in accordance with UNFPA regulations, rules, policies and procedures within the National Execution and the Harmonized Approach to Cash Transfer frameworks;
11. Maintain proper documentation and coding of project methodologies and experiences for wide dissemination and institutional memory;
12. Handle correspondence and keep the filing system related to the project;
13. Undertake regular field visits;

- 14. Monitor regularly and ensure timely and adequate implementation of the WPs, undertake necessary preparatory actions for the planned activities, and liaise with relevant parties, if needed;
- 15. Arrange events including meetings, trainings and other activities related to projects implementation;
- 16. Coordinate all the activities with partner UN Agencies;
- 17. Perform other duties that may be required by NPA on Gender or the Head of the Office for the effective implementation of the projects.

IV. Recruitment Qualifications/Competencies

Education:	<ul style="list-style-type: none"> - Advanced degree in social sciences, human rights, gender/women’s studies, international development or other related fields; - A project/programme management certification would be an added advantage -
Experience:	<ul style="list-style-type: none"> - 5 years of relevant experience in managing/coordinating projects and hands-on experience in design, monitoring and evaluation, donor reporting of development projects; - Strong knowledge of the issues on gender equality and prevention of GBV. - Work experience with international organizations, governmental bodies and local administrations; - Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
Language Requirements:	Fluency in English, Russian, Kyrgyz.

V. Signatures- Post Description Certification

Incumbent Name	Signature	Date
Head of the Office	Signature	Date
Country Director	Signature	Date