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UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: **Project Coordinator- Youth Entrepreneurship and SMEs Development**

Position Number: 00167462

Department: UNDP

Reports to: Programme Specialist IG&SD

Direct Reports: Three

Position Status: Choose an item

Job Family: Yes

Grade Level: SB4

Duty Station: Luanda

Family Duty Station as of Date of Issuance:

Date of Issuance:

Closing Date:

Duration and Type of Assignment: More than a year; Fixed Term Appointment

II. Job Purpose and Organizational Context

The youth workforce is particularly vulnerable to the economic crisis caused by the pandemic Covid-19. The Angolan Government has adopted prompt measures to respond to the impacts of the pandemic, including the Employability Promotion Action Plan (PAPE) and the Program for the Reconversion of Informal Economy (PREI).

The United Nations Country Team (UNCT) approved the COVID-19 UN Socio-Economic Response Plan (SERP) for Angola based on the five pillars of the UN Framework for the Immediate Socio-Economic Response to COVID-19: i) health first; ii) protecting people; iii) economic response and recovery; iv) macroeconomic response and multilateral collaboration; and v) social cohesion and community resilience. Under the economic response and recovery pillar, the SERP identifies key actions to enhance skill development and job creation for the youth in Angola, which is aligned with the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2020-2022 for Angola.

Employment and educational outlook for youth in the context of Covid-19 are highly challenging. UNDP's response to Covid-19 is framed around three objectives: Helping countries to prepare for and protect people from the pandemic and its impacts, to respond during the outbreak, and to recover from the economic and social impacts in the months to come. For Angola, these phases are happening simultaneously and are inter-linked.

As a response to these complex challenges in post-pandemic trends, UNDP Country Angola is building a robust portfolio of projects to equip disadvantaged young people with the , employability and entrepreneurship skills to improve their job opportunities and also income generation. Right before the pandemic began, UNDP and ILO carried out a study on skill development in Angola that revealed significant skill mismatch between the TVET system and labor market needs, including poor quality of TVET and skill taught, limited partnerships between TVET institutions and the private sector and challenges to promote youth entrepreneurship. Solid partnerships between UNDP, Ministry of Labour (MAPTSS) and Ministry of Economy and Planning and including and the National Institute for Vocational Training (INEFOP) and National Institute for Small and Medium Enterprises (INAPEM) have now been established.

In promotion of youth employment and skills development UNDP Angola will be implementing an innovative funding from Rapid Financing Facility (RFF). The RFF was launched by UNDP in 2020 to respond and understand the social, economic and political impacts of Covid-19. This leverages UNDP capacity on innovation, digital solutions and designing targeted social protection for marginalized groups and informal workers, develop women's economic empowerment strategies, and developing SDG-aligned financing mechanisms with partner governments.

To implement the Rapid Financing Facility (RFF) UNDP Angola is looking for a Project Coordinator. To be considered for the position, applicants need to demonstrate prior experience in project management and substantive expertise in skills development and youth employment and community engagement. The successful candidate will be expected to manage project activities in order to fulfil the outcomes and objectives as set out in the relevant project documents, and in accordance with the UNDP standards and best practices.



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The Inclusive Growth & Development Programme aims to support government efforts by setting up platforms that promote self-employment in urban areas and small business incubation centres to provide youth-driven start-ups with financial and technical advice. Under the guidance of the direct supervision of the Inclusive Growth & Development Programme Manager, the incumbent will support the country office initiatives that emphasize development cooperation, collaborative networks, innovation and scale-up and scale-out efforts. The incumbent will provide inputs focusing on unemployment and compile data and analysis for reports that technical support to management on macroeconomic policies, trends and relevant linkages with topical emerging issues in Angola to youth job creation, entrepreneurship and poverty reduction.

The Project Coordinator has the overall responsibility for the implementation of the RFF and other related funds. He/she will coordinate project activities with Country UNDP Accelerator Lab, Governance cluster, Global Fund and GEF portfolios, and relevant Government institutions and other stakeholders at the national and provincial levels.

III. Duties and Responsibilities

Summary of Key Functions:

- Ensure effective project management
- Ensure programme development, planning and implementation
- Ensure advocacy, partnerships and resource Mobilization

1. Ensuring effective project management of the assigned projects by maintaining the delivery of appropriate technical, operational, financial and administrative outputs, while tracking the project's progress through monitoring, evaluation and reporting

- ❑ Supervise and manage project and external short-term consultants, lead and coach the project team in both substantial and operational issues.
- ❑ Undertake day to day management of the project, including smooth project implementation, efficient use of resources.
- ❑ Manage the project budget
- ❑ Ensure appropriate recording and accounting documentation as required by UNDP and preparation of required financial reports. Make the financial operations of the project transparent and able to stand up to regular audits and evaluation.
- ❑ Facilitate project approval and budget revision processes as per UNDP policies and procedures
- ❑ Prepare work plans, produce timely reports – financial and progress reports – as required by the UNDP and donor reporting systems.
- ❑ Ensure that UNDP rules and regulations concerning finance, procurement and human resources are adhered to
- ❑ Support an environment of learning for staff within the program

2. Ensure Programme development, planning and implementation focusing on achievement of the following results:

- ❑ Draft necessary strategic documents concerning project design and implementation, such as policy papers, results frameworks, work plans etc;
- ❑ Develop Terms of Reference for project consultants/experts hired on a short-term basis and ensure proper delivery of technical services and submission of technical and other reports.
- ❑ Ensure the participation and involvement of relevant stakeholders in project activities so that the process is inclusive, participatory and transparent.
- ❑ Ensure the timeliness and quality of the outputs as well as timely preparation of reports on achievements and challenges faced within the project.
- ❑ Ensure delivery of resources and results according to planned targets.



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- Ensure the development of cross-project linkages with other relevant projects and programmes for mutually reinforcing impact.
- Promotes identification and synthesis of best practices and lessons learned for organizational sharing and learning.

3. Ensure Advocacy, partnerships and resource Mobilization focusing on achievement of the following results:

- Establish and maintain partnerships with stakeholders (UN agencies, NGOs, CBOs, government and donors).
- Support the Country Office in mobilization of resources from different partners. This will include the preparation of strategies, Project Briefs and project Documents, organization of regular donor meetings and field visits.
- Provides leadership on peace building issues within the UN in collaboration with other key UN partners
- Perform other duties as assigned by management.

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
<p>In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx</p>	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 5: Plans and acts transparently, actively works to remove barriers
People Management <i>Ability to improve performance and satisfaction</i>	Level 5: Models high professional standards and motivates excellence in others
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 5: Gains trust of peers, partners, clients by presenting complex concepts in practical terms to others
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information
Project Management <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise



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<p>Partnerships <i>Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Relationship Management <i>Ability to engage and foster strategic partnerships with other parties, Inter-Agency Coordination and forge productive working relationships</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Strategic Planning <i>Ability to make decisions that align with strategy, vision, and mission</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
<p>Resource Mobilization <i>Ability to identify and organize programmes and projects to implement solutions and generate resources (definition is unclear and not well linked to the stated competency)</i></p>	<p>Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise</p>
	<p>Choose an item</p>

V. Recruitment Qualifications

<p>Education:</p>	<ul style="list-style-type: none"> • Master's Degree or equivalent in Business Administration, Public Administration, Economics, Political Sciences, Social Sciences or related field. • Bachelor degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.
<p>Experience:</p>	<ul style="list-style-type: none"> • 3 years of relevant professional experience is required at the national level, preferably with considerable experience in social- economic context and youth entrepreneurship and MSMEs Development; • Familiarity with formalization of informal economy sector in Angola • Familiarity with MSME's country strategies and microfinance policies in Angola. • Experience in project management and knowledge of project cycle (planning, implementation and evaluation). • Experience of delivering results in complex and challenging environments, and to translate strategies and good practices into practical and feasible solutions.



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	<ul style="list-style-type: none"> • Knowledge of computer applications, word processing, data analysis and spreadsheets using common versions of software.
Language Requirements:	<ul style="list-style-type: none"> • Good working knowledge of English, both oral and written • Fluency in Portuguese
Other:	Describe any additional qualifications: <ul style="list-style-type: none"> • UNDP is a Non-Smoking environment

VI. 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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