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UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: Project Coordinator Youth Employment and Skills Development	Grade Level: SB4
Position Number: 00167463	Duty Station: Luanda
Department: UNDP	Family Duty Station as of Date of Issuance:
Reports to: Programme Specialist	Date of Issuance:
Direct Reports: Three	Closing Date:
Position Status: Choose an item	Duration and Type of Assignment: More than a year; Fixed Term Appointment
Job Family: Yes	

II. Job Purpose and Organizational Context

The COVID-19 pandemic constitutes an unprecedented crisis with adverse socioeconomic impacts in Angola, particularly on youth employment. 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.

The challenge of promoting youth employment challenge urges for policy action aligned with the Sustainable Development Goals (SDGs) 1 (no poverty), 4 (quality education), 5 (gender equality) and 8 (decent work and economic growth).

A study by UNDP and ILO on skill development in Angola revealed that a significant skill mismatch exists 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.

To respond to these challenges, UNDP and UNICEF partnered with the Royal Norwegian Embassy of Luanda to promote an innovative project aimed at enhancing skills development for the Angolan youth, focused on the promotion of quality Technical and Vocational Education and Training (TVET), youth employment and entrepreneurship, and youth engagement.

The project aims to enhance skill development to foster employment opportunities for Angolan youth and adolescent, aged between 14 and 24 years, living in the peri-urban areas and including interventions in the municipality of Cazenga, Luanda.

Under the guidance and supervision of the Programme Manager and direct supervisor, the Project Coordinator provides project management services ensuring high quality and accuracy of work. The Project Coordinator promotes a client, quality and results-oriented approach in the Unit.

The Project Coordinator works in close collaboration with the operations, programme and projects staff in the CO and UNDP HQs staff to exchange information and ensure consistent service delivery, under the supervision of the Head of Inclusive Growth and Sustainable Development Cluster.



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III. Duties and Responsibilities

Summary of Key Functions:

- Ensure management of the project, and implementation of activities in accordance with the annual work plan
- Ensure effective implementation of project operations (finance, asset management, administration, HR) in line with UNDP corporate rule, regulation and policies
- Ensure effective financial management of the project
- Provide input in the creation of strategic partnerships and implementation of the resource mobilization strategy
- Support to knowledge building and knowledge sharing

1. Ensure management of the project, and implementation of activities in accordance with the annual work plan

- Plan and organize implementation of project activities according to work plan (Annual Work Plan) and project budget
- Provide general administrative and logistical support to the project management for conducting project activities
- Monitor project timeline and performance of contractors (consultants and companies) and makes necessary amendments
- Prepare inputs to the reports and compile project reports according to the project document (including financial reporting when required)
- Prepare internal and external correspondence for the project
- Ensure that gender and disability are mainstreamed throughout all outputs and activities in the project cycle, and progress monitored through disaggregated data
- Organize and coordinate project meetings, reviews and site visits
- Organize project events (meetings, steering committees, workshops, visibility events, seminars and training)
- Manage and ensure day-to-day effective delivery of financial, administrative and operational services to the Programme team such as set up and maintain programme files, manage and purchase programme stationaries, manage attendance sheet, manage leave forms and maintain contact details of programme partners and staff.
- Maintain relations with donors
- Promote resource mobilization strategy
- Assist the Communications Monitoring and Evaluations Officer to keep minutes and reports of meetings and report back to the Programme Manager.
- Support project experts during implementation and monitoring of site-based joint activities with local stakeholders
- Draft correspondences, notes, briefs and other types of documents when required
- Coordinate implementation with project partners, ensuring effective information flow
- Implement project-specific communications plans by preparing materials and inputs for the website and organizing events
- File and archive all relevant correspondence and project related documents such as: tender dossiers, proposals, technical reports, evaluation reports etc.
- Prepare contracts and terms of references
- Prepare inputs to ATLAS project management module

2. Ensures effective implementation of project operations (finance, asset management, administration, HR) in line with UNDP corporate rule, regulation and policies

- Assist in selection of project experts and consultants and participates in selection process if required.
- Prepare inputs to ToRs, technical specifications, RFP/RFQ, bills of quantities.



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- Assist in evaluation of bid and offers, compiles and prepares documentation (bid opening report, evaluation and selection reports).
- Support sound financial management of the Project (including financial reporting) in close cooperation and collaboration with Project Manager and/or the UNDP staff designated for financial/administrative issues
- Support preparation and conducting of procurement related procedures in close cooperation and collaboration with Project Manager and/or the UNDP staff designated for the procurement
- Prepare Request for Direct Payment (RDP) for signature
- Perform finance related assigned ATLAS role (General User)
- Document files for the Project.
- Fulfill additional tasks relevant to the job, as required

3. Ensures effective Financial management of the project

- Prepare requests for advance of funds and/or direct payments
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions
- Prepare proposals for budget revisions
- Prepare and submit expenditure and programme budget status reports
- Respond to queries from the Government and UNDP with respect to financial aspects of the programme, liaise with UNDP-appointed and external auditors wherever required
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services
- Undertake other financial and administrative tasks
- Assist in formulation of budgets
- Fulfill additional tasks, as required

4. Provides input to the creation of strategic partnerships and implementation of the resource mobilization strategy

- Compile and process information from donors, CO, and programme team, as inputs to various databases and documents
- Prepare drafts for cost sharing agreements including conditions of contributions within resource mobilization efforts, adhering to standard agreements where possible.
- Establish and maintain close partnerships and regular communication with Responsible Parties, project partners, beneficiaries and current as well as potential donors; and
- Identify opportunities for widening/deepening the cooperation and recommending adequate approaches to approaching and managing different stakeholders based on information arising from project implementation.

5. Facilitate knowledge building and knowledge sharing

- Conduct training and/or helping organize training events and activities
- Collect and compile lessons learned and best practices in financial management and services. Disseminate to clients and stakeholders as appropriate to build capacity and knowledge
- Contribute to financial business operational practices and management innovation
- Supervise and guide staff and personnel under responsibility, as applicable, provide technical guidance and monitor performance to ensure delivery of results according to plans and standards of accountability and performance
- Undertake all trainings in relation to financial management provided, including webinars from headquarters

IV. Competencies and Selection Criteria

Description of Competency at Level Required

(For more comprehensive descriptions please see the competency inventory)



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<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 3: Adapts deliverables to meet client needs
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
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	<p>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</p>
Project Management <i>Ability to plan, organize, and control resources, procedures and protocols to achieve specific goals</i>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
Knowledge Management <i>Ability to animate individuals and communities of contributors to participate and share.</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Partnerships <i>Ability to engage with other agencies, donors, and other development stakeholders and forge productive working relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Budget and Financial Management: <i>Ability to support budgetary aspects of work planning process,</i>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work



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<i>drawing and management of team budgets</i>	
Relationship Management: <i>Ability to engage and foster strategic partnerships with other parties, Inter-Agency Coordination and forge productive working relationships.</i>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work
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>	Level 3: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work

V. Recruitment Qualifications	
Education:	<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's degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.
Experience:	<ul style="list-style-type: none"> • At least 3 years of experience in implementing development projects. • Relevant professional experience in field of employment policy and management, public financing, investments and/or sustainable development and/ or other related field; • Familiarity with vocational training policies in Angola is an advantage. • Knowledge of project cycle (planning, implementation and evaluation). • Experience of work with the international organizations, high-level government officials representing central governmental bodies and local administrations. • Prior experience with UN projects or other international organizations is an advantage. • Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
Language Requirements:	<ul style="list-style-type: none"> • Good working knowledge of English, both oral and written • Fluency in Portuguese.
Other:	<ul style="list-style-type: none"> • Applications for women or other under represented groups are strongly encouraged.



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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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