**Term of Reference (TOR)**

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**Job Title: Youth Coordinator**

**Level:**[**Consultant**](http://www.unfpa.org/resources/united-nations-staff-categories)

**Contract Type: Consultancy**

**Closing date: 12 December 2017 - 5:00pm (Dili time)**

**Duty Station: Dili, Timor-Leste**

**Duration: 11 Months**

**Background**

The post is located in the UNFPA Timor-Leste Country Office in Dili. The incumbent will report to the UNFPA Assistant Representative. S/he will support the Representative and Country Office program team with the smooth and timely implementation and technical input of the Country Programme activities and CO and IP capacity building, in accordance with UNFPA policies and procedures.

The 2015-19 UNDAF notes that the full potential and wellbeing of Timor-Leste can only be realized by continuously addressing the persisting and emerging challenges affecting youth. In alignment with the Government priorities, in the period 2015-2019, the UN will support the policy and development initiatives with direct or inclusive targets on youth in the areas of health, education, economic development, migration, labour and employment, and gender. UN agencies will support the strengthened participation and voice of young people across their programme areas, including safe motherhood, the decentralization process, advocacy around peace and security policy development, resolution and social cohesion at community level, campaigns to prevent violence against youth are realized.

Under the 3rd Country Programme (2015-2019), UNFPA will cover four prongs of UNFPA’s global Adolescent and Youth Strategy—(a) build capacity for SRH delivery that benefits youth, including HIV prevention, treatment and care, (b) implement initiatives to reach the most vulnerable, particularly girls, (c) promote comprehensive sexuality education and (d) carry out evidence-based advocacy for development, investment and implementation benefiting young people. For the fifth strategic prong, youth leadership and participation, UNFPA will look for synergistic opportunities to collaborate with UNICEF which is taking a lead in this area.

**Main Tasks and Responsibilities**

The primary roles of the Youth Coordinator are technical support and advocacy, capacity development and partnerships, evidence and knowledge development and dissemination, and technical representation. The Youth Coordinator will be responsible for the provision of technical and advisory services to support the youth activities in the country office. S/he will provide technical support for relevant capacity building activities, coordinate partnerships and mobilize political support for national policies and programmes for youth with a particular focus on the reduction of teen pregnancies, comprehensive sexuality education, civic engagement and adolescent health services.

**Qualifications and Experience**

**Education**

Advanced university degree in social sciences, international relations, international law, human rights or related field.

**Knowledge and Experience**

Minimum of 5 years of relevant experience working with youth programmes

Excellent inter-personal and general communication skills.

**Languages**

Fluency in oral and written English.

Working knowledge of Tetum.

**Required Competencies**

**Values:**

* Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing diversity in all its forms
* Embracing change

**Core Competencies:**

* Achieving Results
* Being accountable
* Developing and Applying Professional Expertise/Business Acumen
* Thinking analytically and Strategically
* Working in Teams/Managing Ourselves and our Relationships
* Communicating for Impact

**Functional skills set:**

* Building Strategic Partnerships
* Resource Mobilization
* Job Knowledge/ Technical Expertise
* Personal Leadership and Effectiveness

**Major Activities/Expected Results**

Under the supervision of the Assistant Representative, the incumbent will:

Programme development/Implementation

* Provide technical inputs to the UNFPA’s adolescent / youth programming in alignment with UNFPA mandate, strategy and principles relevant to the Timor-Leste context;
* Develop new programme and projects in substantive area of youth;
* Serves as the focal person on adolescents and youth for UNFPA Timor-Leste  Country Office and manage secretariat services for the UN Interagency Results Working Group on Youth;
* Establish and maintain good working relationships with partner agencies involved in and supporting the adolescent and youth programme;
* Ensure the timely development and implementation of results-based annual work plans (AWPs) for projects on adolescents and youth;
* Closely monitor the project expenditures through review of budget, financial reports, requests for fund transfer in order to ensure that they comply with the agreed budget, that available resources are utilized to maximum effect, that financial targets are met, and that adequate financial and accountability procedure is followed. Prepares budget revisions as necessary;

Knowledge management

* Contribute to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination.
* Work closely with the Programme Analyst for M&E to monitor planned activities in order to identify best practices as well as constraints/implementation bottlenecks and to take necessary actions to overcome the constraints.

Partnership and Resource Mobilization

* Supports the advocacy and resource mobilization strategy of the Country Office by compiling and synthesizing relevant background material for use in discussions and public events;
* Establish and maintain network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events
Analyze and maintain information/ databases on potential and actual donors, specifically those active in the field of SRH and Youth;
* Provide data and information needed for preparation of project documents.
Identify opportunities for projects proposals for presentation to donors

**How to apply**

An application letter for this consultancy, as well as a curriculum vitae/resume, and P11 must be sent by E-mail to jossoares@unfpa.org by **12 December 2017. The consultant must also register on UNFPA consultant roster link:** <http://www.unfpa.org/unfpa-consultant-roster>.