

Help Make History! Seeking Experienced Professionals to Eradicate Polio

Programme Manager (Polio Eradication), P3, Lucknow, India

Contract Type: Long Term Staff (FT)

Application Deadline: 3 December 2013

The world is the closest it's ever been to eradicating a disease for only the second time in history. If you are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you. Help UNICEF reach the final 1% of the world's children, and eradicate polio forever.

To watch how UNICEF is working worldwide to eradicate polio, please visit http://youtu.be/Z0IX_F7TpMU.

Purpose of the Job

Under the supervision of the Chief of Field Office, Lucknow, the staff member will be responsible for coordinating the implementation on an integrated communication strategy for polio eradication in Uttar Pradesh. The Prog Manager (Polio Eradication) will manage the day-to-day functioning of the polio team in Lucknow, provide strategic input and guidance on communication activities, coordinate the monthly work and travel plans of the different team members, liaise with government and partner organizations of UNICEF activities, and ensure that the Chief of Field Office and Senior Programme Manager Polio Eradication in Delhi are adequately apprised on the implementation of activities and outcomes. The incumbent will coordinate with the Health section on routine immunization issues and will be responsible for coordinating with the Operations Manager on operational issues related to the polio unit, track on fund expenditures, and coordinate Lucknow office inputs to donor reports and fund raising efforts. The Manager will have special responsibility for editorial media management as part of the Unit team.

Key Responsibilities

1. Strategic planning and coordination. Under the direction of the Chief of Field Office, and the technical guidance of the polio eradication unit in Delhi, provide overall operational guidance in the implementation of the polio communication strategy in Uttar Pradesh. Ensure that ongoing reviews and deployment of the communication strategy is informed by technical inputs (epidemiology and communication). In coordination with the M&E officer, ensure that communication activities are guided by ongoing monitoring data, special reviews and studies. Coordinate with polio unit members in both Lucknow and Delhi to organize and disseminate the results of regular review meetings on the work of the SMNet, the effectiveness of communication training, and the utility of IEC materials and activities. Coordinate the office planning related to `future options` of the SMNet, through broad consultation within UNICEF, government and partner agencies.

2. Functional management of the Polio Unit in Lucknow. Oversee day-to-day operation of the Polio Unit in Lucknow and directly supervise professional officers and general support staff assigned to the unit. Coordinate regular meetings of the unit (weekly at a minimum) and coordinate the development and implementation of monthly travel and work plans. Coordinate and manage human resource issues with the polio unit, in consultation with the Chief of Field Office and HRS. Coordinate with the programme assistant to ensure smooth financial management of polio communication activities and those carried out under the third party contract (through IPE), including the disbursement of funds, liquidation of advances, levels of requisitions and obligations for OR funding, travel requests and bill payments. Supervise the contract with the HR company that manages the SMNet on behalf of UNICEF and ensure that the technical standards required for the human resources contracted under this third party arrangement are appropriately met. Coordinate with the Operations Manager on operational issues related to the polio unit, track on fund expenditures.

3. Donor reporting and fund raising. Coordinate inputs from various members of the Polio Unit into donor reports, edit and provide to the concerned section in Delhi for finalization. Similarly, provide inputs and cost estimates for activities to support polio communication in fund raising proposals developed by the Delhi office.

4. Government and partner coordination, media coordination. Coordinate UNICEF's participation in regular and systematic review meetings, planning sessions and advocacy opportunities with the Government of India and partner agencies, particularly WHO/NPSP, Rotary India and CORE. Attend weekly partners' meetings with senior levels of Government, and coordinate a weekly meeting of the communication partners, including the involvement of UNICEF staff. Provide regular updates to the Chief of Field Office and Senior Programme manager, Polio Eradication in Delhi on the status of UNICEF's partnership with Government and other agencies vis a vis polio, and advise the Chief of Field Office on appropriate advocacy opportunities for media relations, donor relations and government/partners relations. Coordinate and manage editorial media relations/response with State-level media.

5. Workplanning Design and Project management. Coordinate and finalize the Annual Work plans for polio unit. This will include the development of a management plan, and a supply plan. Complete relevant PERs and agree on critical results areas of staff in the unit.

Qualifications

- Advanced university degree in Social Sciences, with preference to those with studies in mass media, social communication and community development.
- Five years of relevant work experience at national and international levels in programme implementation, including strategic communication. Practical experience in community-based research and project implementation.
- Fluency in English and another UN working language as required. Knowledge of local working language of the duty station desirable.

*A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Competencies

- Communicates effectively to varied audiences, including during formal public speaking.
- Able to work effectively in a multi-cultural environment.
- Sets high standards for quality of work and consistently achieves project goals.
- Has good leadership and supervisory skills; co-ordinates group activities, ensuring that roles within the team are clear.
- Analyzes and integrates potentially conflicting numerical, verbal and other data from a number of sources.
- Translates strategic direction into plans and objectives.
- Negotiates effectively by exploring a range of possibilities.
- Quickly builds rapport with individuals and groups; maintains an effective network of individuals across organizational departments.
- Contributes and tries out innovative approaches and insights.

To Apply

Please go to <http://bit.ly/1baBMuA> or visit us at www.unicef.org/about/employ to register in our e-Recruitment system, and search using keywords "programme manager" for additional details/to apply before deadline. The recommended candidate must be available to take up this post within 31 days of the offer.