



## UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

### I. Position Information

Job code title:	<b>Technical Officer, Country Coordinating Mechanism Iran</b>
Pre-classified Grade:	SC8
Duration:	Six months with possible extension (the contract will start upon approval of donor and disbursement of fund)
Supervisor:	CCM Chair/vice Chair
Work station:	Ministry of Health and Medical Education, Tehran, Iran

### II. Organizational Context

The Iran Country Coordinating Mechanism (CCM) for the projects under the Global Fund to fight HIV/AIDS, Tuberculosis, and Malaria (GFATM) has been established in accordance with the mandate laid out by the GFATM Board. The structure and the concept of the CCM are intended to reflect the principles of national ownership and participatory decision making. This unique public-private partnership at the national level constitutes the governing body for the use of GFATM resources in recipient countries. The CCM is responsible for coordinating submission of fresh proposals, processing requests for continued funding, selecting principal recipients as well as monitoring and oversight of all GFATM grants and projects implemented with these grants.

The Iran-CCM is a national multi-stakeholder public private partnership established in 2002. The CCM currently comprises members from the Government, Civil Society Organizations (CSOs), academia, private sector and UN agencies. Aligned with the requirements of the GFATM, the main responsibilities of the CCM are:

- Coordinate the development and submission of national proposals;
- Nominate Principal Recipient;
- Oversee implementation of the approved grant;
- Submit requests for continued funding, and approve any reprogramming of ongoing projects;
- Ensure linkages and consistency between Global Fund grants and other national health and development programs;
- Ensure transparent selection of non-government CCM members and affected communities;

At the present Iran is recipient of three grants:

- Malaria: Single Stream of Funding (Round 7 and Round 10 consolidated) - Phase 1
- HIV/AIDS: Round 8 Phase 2
- Tuberculosis: Round 7 - Phase 2

The Principal Recipient (PR) of the above grants as nominated by CCM is UNDP Iran, which closely works with national and international partners including, Center for Disease Control of the

Ministry of Health and Medical Education, Ministry of Education, Prisons Organization, World Health Organization, and UNAIDS. .

The Global Fund has defined a set of main requirements to be met by CCMs. The details are available on the CCM website at the following address:

([www.theglobalfund.org/documents/ccm/CCM\\_RequirementsGuidance\\_Note\\_en/](http://www.theglobalfund.org/documents/ccm/CCM_RequirementsGuidance_Note_en/)).

Recognizing the importance of oversight role of CCM, the Global Fund requires all CCMs to submit and implement oversight plans for all projects approved and funded by the Global Fund. The plan must detail oversight activities, and describe how the CCM will engage program stakeholders (including CCM members and non-members, and in particular non-government constituencies and people living with and/or affected by the diseases) in practicing programme oversight.

Under direct supervision of CCM Chair/vice Chair, the technical officer will support CCM in defining a detailed oversight methodology for achieving the defined objectives of the oversight role of CCM as well as a detailed implementation work plan to that end.

The technical officer will also be directly responsible for implementation of the oversight plan in full consultation with CCM Chair/vice Chair and in coordination with PR, SRs, SSRs and other CCM members and stakeholders.

### **III. Functions / Key Results Expected**

The technical officer will develop a detailed oversight methodology / strategy, and implementation plan and will also be directly responsible for implementation, monitoring and reporting on the progress of the oversight plan.

To this end, the technical officer is required to assist CCM Chair/vice Chair in appointing an oversight committee (a sub-committee of CCM). The oversight committee will have the overall role of reviewing and implementation of oversight plan. The responsibility for timely preparation, reviewing, securing approval and implementation of the oversight plan will lie with the technical officer. Therefore, the technical officer will serve as the secretary of the oversight committee, assisting the committee and coordinating the oversight activities of the CCM.

With the aim of development of a thorough and inclusive oversight plan with consideration of projects' risks and challenges, the technical officer is required to make himself/herself familiar with (a) current situation of the country vis-à-vis the three diseases, (b) the national strategic plans to address the diseases, (c) other ongoing activities and plans to be conducted by the related entities to control the three diseases, and (d) the objectives and detailed activities of the ongoing Global Fund projects.

Furthermore, the technical officer should work closely with CCM and the project partners and stakeholders to analyze the progress and achievements of the ongoing projects on the basis of the data generated by PR, SRs and CCM Oversight Committee and other data available for the purpose of oversight, monitoring and impact evaluation. These data will include information on both beneficiaries and non-beneficiaries. The technical officer should also obtain very good understanding of the ongoing monitoring and evaluation activities programmed in the GFATM funded projects. Accordingly, the technical officer shall provide well-analyzed input for oversight committee, and CCM.

#### **Summary of Key Functions:**

By performing the following key functions, the Technical Officer will support the CCM in fulfilling its oversight role regarding development, submission, approval and implementation of GFATM in a timely manner and with standard of quality acceptable by GFAM:

1. Assisting CCM Chair/vice Chair in establishment of oversight Committee of the CCM, and acting as secretary of the Committee;
2. Updating CCM on the work of Oversight Committee, and seeking feedback from CCM members;
3. Development of strategic oversight plan with consideration of:
  - GFATM's requirements,
  - National priorities,
  - Inputs received from CCM members, and implementing partners,
  - the current projects' monitoring and evaluation activities; and
4. Implementation of the oversight plan.

The technical officer will carry out the following detailed tasks aligned with the above key functions:

- 1. Assisting CCM Chair/vice Chair in establishment of oversight Committee of the CCM, and acting as secretary of the Committee:**
  - Assist CCM Chair/vice Chair in appointing the Oversight Committee;
  - Brief the Committee on various aspects of oversight plan;
  - Ensure regular meetings of oversight committee and facilitate smooth coordination among the Oversight Committee members;
  - Ensure that Oversight Committee meetings are properly documented and kept on record for further reference;
  - Ensure proper and timely administration of the steps involved, e.g., travel arrangements, reporting, etc. in close coordination with CCM Coordinator.
- 2. Updating CCM on the work of Oversight Committee, and seeking feedback from CCM members:**
  - Present the oversight plan to the CCM members, seek feedback from the members, and report to CCM on a regular basis against the approved plan;
  - Hold periodic meetings with CCM Chair/vice Chair to inform them of the progress made against the oversight plan, achievements, challenges and obstacles;
- 3. Development of strategic oversight plan:**
  - Make himself/herself fully familiar with the related documents:
    - National Strategic Plans,
    - Projects workplans,
    - Projects performance frameworks (PF),
    - Budget summary documents,
    - Proposals and request for continued funding (RCF),
    - Progress reports submitted to the Global Fund,
    - Grant agreements,
    - PR-SR agreements,
    - Implementation letters issued by the Global Fund,
    - Management letters issued by the Global Fund,
    - Projects related audit reports,
    - Field visit reports provided by project personnel,
    - CCM funding budget (elements and cost assumptions),
    - The Global Fund guidelines on CCM requirements, monitoring and evaluation, etc., and
    - Any other related document.
  - Liaise and meet with different stakeholders, PR, SR, SSRs, and other entities to seek comments and viewpoints of various project partners and beneficiaries;
  - Identify risks and challenges based on desk review and a thorough analysis of the inputs received from various stakeholders;

- Develop a draft oversight plan which clearly describes:
  - Objectives of the plan,
  - Risk areas and challenges,
  - How the plan is going to address such risks and challenges,
  - Methodology used for oversight,
  - Tools, e.g. checklists, guidelines,
  - Reporting templates with clear focus on issues identified and follow up actions,
  - Timeline of the plan,
  - Terms of reference of the Oversight Committee,
  - Entities / individuals to be involved in implementation of the plan,
  - Budget of the plan (should be aligned with CCM funding budget and available budget for related lines in the projects– any proposed revision should be closely consulted with CCM Chair/vice Chair and PR),
    - Propose arrangement for reporting progress to CCM;
- Regularly update the oversight plan based on the inputs / feedback from CCM Chair / vice Chair and Committee members;

#### **4. Implementation of the oversight plan.**

- Implement the oversight plan;
- Review field visit reports provided by project personnel, and (1) consider the findings in strategic development of oversight plan, (2) provide feedback regarding the observations and findings to CCM Chair / vice Chair;
- Provide technical guidance to CCM Secretariat in any technical aspects related to GFATM requirements.

## **IV. Impact of Results**

The key results have an impact on strengthening CCM oversight role, and successful achievements of project objectives.

## **V. Competencies and Critical Success Factors**

### **Corporate Competencies:**

- Demonstrates integrity by modeling national, UNDP, and GFATM's values and ethical standards;
- Promotes CCM's vision and mission, and strategic goals;
- Displays cultural, gender, religion, race, nationality, and age sensitivity and adaptability,
- Treats all people fairly without favoritism.

### **Knowledge Management and Learning:**

- Promotes a knowledge sharing and learning culture;
- Possesses in-depth knowledge of development issues, and specificities of GFATM projects;
- Has the ability to advocate and provide policy advice;
- Works actively toward continuing personal learning and development, acts on his learning plan, and applies newly acquired skills.

### **Development and Operational Effectiveness:**

- Ability to lead strategic planning, results based management, and reporting;

- Ability to lead formulation, implementation, oversight, monitoring and evaluation of development programmes and projects, and mobilize resources;
- Good knowledge of result based management guidelines and tools; and
- Strong IT skills.

#### Leadership and Management

- Focuses on impact and result for the projects partners and beneficiaries;
- Responds positively to feedback and differing points of view;
- Strong team spirit with a committed and responsible attitude;
- Builds strong relationships with CCM members, all project partners and external stakeholders;
- Shows conflict resolution skills;
- Demonstrates strong oral and written communication skills ;Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.

### **VI. Recruitment Qualifications**

Education:	Advanced university degree (MD, MPH, or other relevant fields of study)
Experience:	Two years of relevant experience in public health affairs, management, planning, oversight, monitoring and evaluation of health projects. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). Experience in handling of web-based management systems.
Language Requirements:	Fluency in Farsi and English

### **VII. Signatures- Post Description Certification**

Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date

All applications along with the Completed P11 form should be directly sent to Human Resources Unit of UNDP through email ID: [vacancy.ir@undp.org](mailto:vacancy.ir@undp.org) no later than **19 October 2015**. Please take note that the vacancy notice number must be referred to in your application, P11 and/ or cover letter.