**UNFPAlogo**

**JOB DESCRIPTION**

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| **Official Job Title:** | **National Programme Officer (Analyst) on PD and Gender** | |
| **Grade (Classified)** | **NOA CCOG:** | |
| **Post Number:** |  | |
| **Post Type:** | **Rotational**  **Non-Rotational** | |
| **Classification Authority:** |  | **Date:** |

**1. Organizational Location**

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| Under the overall guidance and direct supervision of the Assistant Representative, the Programme Analyst will be responsible for providing technical assistance and management support for the country programme’s population dynamics and gender portfolio. The Analyst will interface with other programme and project personnel in defining, coordinating and providing technical inputs in the area of gender and PD. |

**2. Job Purpose**

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| The Programme Analyst on PD and Gender assists in the design, planning and management of UNFPA’s country programme by analyzing relevant political, social and economic trends and providing inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. He/she assists with programme/ project implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation. |

**3. Major Activities/Expected Results**

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| * Monitors and analyzes the political, social and economic environment relevant to UNFPA’s work Identify bottlenecks and suggest solutions for gender equality in sexual and reproductive health, youth and population and development dynamics and in related policy instruments in the social development sector.   Facilitate the provision of technical inputs for institutional capacity development within concerned ministries and agencies to address issues of gender and PD.   * Manages the implementation and monitoring of the UNFPA supported PD and Gender Equality projects/programme, in particular: (a) assesses priority technical requirements of the programme; (b) provides technical and managerial support to the relevant implementing partners; (c) organizes and participates in periodic technical reviews as well as programme evaluation exercises; and (d) monitors programme expenditures and disbursements to ensure delivery in line with approved programme budgets. * Contributes to resource mobilization efforts of the Country Office and the relevant joint working groups by, among others, preparing relevant documentation (proposals, project summaries, concept papers, speeches, donor profiles, etc) and participating in donor meetings and public information events. * Creates and documents knowledge about current and emerging gender concerns and trends by evaluating programmes and ongoing experiences for lessons learned, good practices and replicable strategies and approaches and actively shares and applies this knowledge. Creates mechanisms to collect and share knowledge. Contribute, co-ordinate and participate in appraisals, need assessments and initiate relevant research on identified topics. * Analyze data to draw inferences for policy makers and conduct policy oriented advocacy activities * Act as UNFPA focal person in relevant UN groups and national committees, task forces and teams as necessary. * Undertake any other tasks as may be assigned by the Assistant Representative. |

**4. Work Relations**

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| The Programme Analyst maintains collaborative relationships with all programme and project personnel at the CO. Internal contacts include the Assistant Representative, Programme and operational personnel and other UNFPA personnel from regional and global levels. External contacts include government counterparts, other UN agencies in country and other counterparts involved in country programme activities. |

**5. Job Requirements**

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| **Education:**  Advanced Degree in economics, business administration, demography, population  studies, statistics, gender. social science and/or other related field  **Knowledge and Experience:**  Prior experience in programme/project design and management with regard to gender and PD-related issues would be desirable.  **Values:**   * + Exemplifying integrity   + Demonstrating commitment to UNFPA and the UN System   + Embracing cultural diversity   + 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 Skill Set:**   * Advocacy/advancing a policy oriented agenda: * Result-based programme development and management; * Leveraging the resources of partners / building strategic alliances and partnerships; * Innovation and marketing of new approaches; * Job knowledge / technical expertise   **Languages:**  Fluency in English, Russian and Turkmen. |