



**Job title:** Programme Specialist on Reproductive Health  
**Level:** NO-C  
**Position Number:** 00023290  
**Location:** Ashgabat, Turkmenistan  
**Full/Part time:** Full-Time  
**Fixed term/Temporary:** Fixed Term  
**Rotational/Non Rotational:** Non-Rotational  
**Duration:** One year (renewable)

#### **The Position:**

The Programme Specialist oversees project formulation and evaluation, joint programming initiatives and national development frameworks. You will lead the programme team and collaborate with the Country Office's operations and administrative support staff.

You will report to the UNFPA Head of Office in Turkmenistan.

#### **How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

#### **Job Purpose:**

Working within a Country Office (CO) environment, you will ensure the effective management of UNFPA activities in the areas of reproductive health, including safe motherhood, family planning, emergency planning and preparedness, adolescent reproductive health, health sector response to gender-based violence, HIV integrated RH services.



Employing your programme management experience, you will oversee the work of the programme team as well as consultants, advisors, and experts. You will establish and maintain collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues, and effectively influence diverse stakeholders to contribute to achieving UNFPA's mandate.

**You would be responsible for:**

**1. Programme Development and Planning:**

- In collaboration with Government counterparts, NGOs and other partners, overseeing the design and implementation of the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures.
- Review the political, social and economic environment relevant to UNFPA programme activities, and pursuing opportunities for UNFPA assistance and intervention.
- Assess implications of new policy developments and strategies on programme execution, and ensuring their integration.
- Participate in programme planning by undertaking needs assessments, monitoring and evaluation of interventions in the area of reproductive health.
- Keep abreast of new policy developments by analyzing policy papers, national plans and development frameworks and update the UNFPA Office on Reproductive Health and Family Planning related issues, standards, practices and policies.
- In consultation with national counterparts'/development partners and in line with the 2021-2025 country programme, develop and finalize the annual work plans with realistic and achievable indicators and time frames.
- Participate in coordination and programme planning meetings
- Draft proposals for funding as required

**2. Programme Implementation, Monitoring, Evaluation and Reporting:**

- Analyze and report on Reproductive Health programme component and its projects progress in terms of achieving results.
- Prepares briefs and inputs for policy dialogue, technical assistance coordination and development frameworks.
- Undertake regular field monitoring visits to assess programme progress, disseminate findings and undertake follow-up actions
- Prepare regular quarterly reports and briefs on project progress, M&E reports & mission reports.
- Assist the country office to establish an M&E system for the RH component through regular data collection, analysis and dissemination of findings.



- Keep abreast with UNFPA global and internationally research and agreed on norms, standards, and innovations in advancing development, especially in the field of sexual and reproductive health and rights.
- Scan the fast-changing environment to guide UNFPA positioning in new thematic areas in Reproductive Health in accordance with UNFPA transformative results.
- Identify and actively participate in technical discussions from national and international communities of practice;
- Advocate for the UNFPA development strategies to be mainstreamed in national development documents so that domestic resources contribute to the UNFPA global results;
- Establish and maintain good working relationships with partner agencies and civil society organizations involved in and supporting the Reproductive Health programme;
- Mapping and engaging with stakeholders and potential donors in the field of reproductive health;
- Coordinate with other UNFPA Programmes ensuring the required synergy and linkage of the different project components to achieve UNFPA Country Programme Results;
- Be accountable for financial resources allocated to the Reproductive Health Programme; carry out budget projections, closely monitor expenditures, conduct regular budget reviews and analyze related financial reports; ensure proper compliance with UNFPA norms and procedures for the utilization of funds;
- Prepare procurement plans where required, with distribution lists of equipment and supplies, and make the necessary follow-up to facilitate timely and efficient delivery.
- Oversee achievement of programme results by ensuring appropriate policies are applied and monitoring and oversight mechanisms are established and implemented.
- Ensure effective implementation by incorporating lessons learned and best practices.
- Address training needs of project personnel.

### **3. Coordination**

- Carry out the functions of Reproductive Health focal point with regard to Ministry of Health and UN and bilateral organizations and NGOs.
- Attend UN Theme/Working Groups meetings related to Health.
- Establish collaborative relationships through joint programmes and joint activities with UN agencies and other development partners,
- Assist advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events.
- Establish partnerships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs.



- Ensure effective knowledge management strategies are implemented by the programme team, capturing lessons learned and best practices for future planning; addressing training needs of project personnel.
- Participate in advocacy and resource mobilization efforts of the CO, by ensuring preparation of relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in related meetings and public events.
- Liaise with relevant Government institutions and Implementing Partners to assess, identify technical assistance (TA) needs, and facilitate capacity building in close collaboration with UNFPA SRHR;
- Identify, document, and disseminate lessons learned and best practices related to UNFPA Turkmenistan programming in Reproductive Health.

### **Qualifications and Experience:**

#### **Education:**

Advanced degree in health, population, demography and/or other related social science discipline.

A first-level university degree, combined with two additional years of qualifying experience, may be accepted in lieu of the advanced university degree.

#### **Knowledge and Experience:**

- Five years of increasingly responsible professional experience in the field of development and population activities;
- Experience in programme/ project management including experience in large multi-sector projects, designing and appraising proposals and actively liaising with relevant and potential project partners;
- Proven experience in coordinating/managing a multi-disciplinary team of staff, experts and consultants;
- Experience in drafting and implementing legislation;
- Field experience is an asset;
- Prior experience in the UN system is an asset.

#### **Languages:**

Fluency in English; knowledge of other official UN languages, preferably Russian and Turkmen is desirable.

#### **Required Competencies:**



<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Advocacy/ Advancing a policy-oriented agenda</li> <li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li> <li>• Delivering results-based programme</li> <li>• Internal and external communication and advocacy for results mobilization</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	<p><b>Managerial Competencies:</b></p> <ul style="list-style-type: none"> <li>• Providing strategic focus,</li> <li>• Engaging in internal/external partners and stakeholders,</li> <li>• Leading, developing and empowering people, creating a culture of performance</li> <li>• Making decisions and exercising judgment</li> </ul>

**UNFPA Work Environment**

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from minority communities, minority ethnic groups, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click here to learn more.

Note: UNFPA reserves the right to make an appointment one grade level below the level for which the post is advertised.

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary, health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>