



UNITED NATIONS POPULATION FUND

I. Position Information

Position: Programme Coordination Associate

Funding Source: FPA90, TKM05PAY / TBD

Hiring Department: United Nations Population Fund (UNFPA)

Type of Contract: Service Contract

Level: SB4, PEG 2

Duty Station: Ashgabat, Turkmenistan

Period: 10 months (with possible extension)

Work type: Full time

Reports to: UNFPA Head of Office

DocuSigned by:

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II. Organizational Context

Position

The Programme Coordination Associate will be responsible for support in improving the quality and results orientation of UNFPA-supported policy and programme interventions, monitoring and evaluation of progress in the delivery of UNFPA's programmes and activities, strengthening of programme effectiveness and efficiency, as well as for innovation and expanding partnership base. S/he will support in the analysis and assessment of relevant political, social, and economic trends, guiding and contributing to the implementation and delivery of UNFPA's programmes in Turkmenistan. The Programme Coordination Associate will establish and maintain collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society, must effectively influence internal and external counterparts and partners from different backgrounds to contribute to achieving UNFPA's mandate.

The Programme Coordination Associate works in a collaborative manner with the UNFPA Country Office's programme and operations staff and will be directly reporting to the Head of Office.

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 complex country context, the Programme Coordination Associate will play a vital role in improving the quality, effectiveness, efficiency and results orientation of UNFPA-supported policy and programme interventions by providing quality technical and programming support, guidance and advice to the programme team by monitoring and evaluation of UNFPA country programme results in line with the UNFPA Turkmenistan Country Programme Document (CPD), and ensuring knowledge building, sharing and management, as well as contributing to the M&E capacities of the Turkmenistan CO and national counterparts. S/he will actively participate in M&E mechanisms established as part of the United Nations Sustainable

Development Cooperation Framework (UNSDCF) for Turkmenistan (2021-2025) and provide support to quality internal and external reporting on results frameworks by data collection, compiling and analyzing, monitoring and evaluation. The Programme Coordination Associate will contribute to programme expansion through identifying possible interventions, supporting and promoting new initiatives. S/he will build close relationships with CO program and operations teams, Regional and HQs programme teams, national counterparts as well as the donor community for efficient and effective delivery of the country programme, promoting and advocating UNFPA mandate and expanding partnership for volunteerism.

III. Main Tasks and Responsibilities

In close cooperation with the UNFPA Country Office staff and under the direct supervision and overall guidance of the Head of Office, the Programme Coordination Associate will be responsible for the following:

- Review the political, social and economic environment relevant to Sexual and Reproductive Health, Adolescents and Youth, Gender equality and Women’s Empowerment, Population Dynamics and pursue opportunities for UNFPA programme and policy interventions. Assess implications of new policy developments and strategies on programme execution and guide on appropriate implementation;
- Support in design, formulation, planning of the country programme and its programme component (within current and future programme cycles), as well as ongoing programme activities and interventions in line with Government priorities and in accordance with UNFPA programme policies and procedures using a results-based management approach with clearly defined measurable outputs and outcomes;
- Collecting, compiling and analyzing data for monitoring, evaluation and reporting of the programme results;
- Identifying strengths and weaknesses in strategic planning, monitoring and evaluation and provide coordination support to ensure effective, efficient and timely delivery of programme inputs;
- Prepare quality internal and external evidence-based reports on the status of implementation of UNFPA-supported projects and programmes, in close coordination with Programme Leads;
- Collaborating closely with UN counterparts in the context of UNSDCF to ensure the alignment, simplification and harmonization of planning, reporting, monitoring and evaluation. Representing the country office in monitoring and evaluation working groups in the context of the UNSDCF and other national processes;
- Establishing and expanding collaborative internal and external partnerships for advocating and promoting UNFPA mandate with the focus on Youth, and programmatic emergency preparedness, and contributing the implementation of the programme interventions;
- Participate in advocacy and resource mobilization efforts of Country Office by ensuring preparation of relevant documentation, including results frameworks through the use of an appropriate theory of change and proper communication with internal and external partners;
- Providing consultation and advice on programme interventions and initiatives, contributing to and promoting further potential expansion of the programme on a bilateral and multilateral basis; drafting funding proposals and liaising with potential donors and partners in coordination with relevant Programme leads;
- Provide analytical inputs for advocacy and communication priority areas;
- Act as an emergency preparedness focal point;
- Performing other duties, as required.

IV. Key Performance Indicators

- Timely and quality guidance and support to results oriented programme implementation;
- Timely and quality programme evaluation, monitoring and reporting;
- Expanded programme interventions and promotion of new initiatives;
- Expanded partnership base;
- Adherence to UNFPA standards, rules and procedures.

V. Required Competencies

Core 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 Competencies

- Advocacy/Advancing a Policy Oriented Agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based programmes
- Innovation and Marketing of New Approaches
- Generating, managing and promoting the use of knowledge and information
- Internal and external communication and advocacy for results mobilization

Academic Requirements:

- University degree in social sciences, preferably in public health, population, management, demography, development, gender, economics or public administration, programme/project management, monitoring and evaluation

Experience:

- 4 years of professional experience in development and providing programme/project management services and experience in designing, implementation, monitoring and evaluating development projects;
- Experience in results-based management and evidence-based programming is a strong asset;
- Prior experience knowledge on data analysis and report writing is desirable;
- Working experience with the UN systems and/an international organization and/or familiarity with UN policies and principles will be an advantage;
- Experience coordinating and liaising with government agencies and donors is an asset.

Languages: Fluency in English, Russian and Turkmen

Computer skills: Proficiency in current software applications

Other: Excellent communication skills, accuracy, attention to details, ability to work in a team, excellent analytical and report writing skills; good planning, goal-setting, prioritization and organizational skills.