**Youth Development Programme Manager**

**Job title: Youth Development Programme Manager**

**Level: (SC10)**

**Position Number:**

**Location: Ulaanbaatar, Mongolia  
Full/Part time: Full-Time**

**Fixed term/Temporary: Service contract**

**Rotational/Non Rotational: Non-Rotational**

**Duration: 1 year initially, renewable subject to satisfactory performance**

**The Position:**

The Programme Manager manage is responsible for the youth development portfolio of the 6th UNFPA Country Programme for Mongolia, which includes the management of the Project entitled “Integrated Support Programme for Women and Young People’s Health in Umnugobi Province.”

The Programme Manager will report directly to the lead of Outcome 2 under overall guidance of the Assistant Representative.

**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 new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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 who 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 commit to deliver excellence in programme results.

**Job Purpose:**

The Programme Manager will work with the relevant Ministries and government agencies, other UN and international organizations, civil society, local authorities and communities, and beneficiaries of the project in its implementation.

The Programme Manager will analyze and assesse relevant political, social and economic trends and provide substantive inputs to annual workplan development, implementation and evaluation of the integrated programming initiative. He/She will guide and facilitate the delivery of the integrated programme by monitoring results achieved in the implementation. The Programme Manager will ensure and guide the appropriate application of systems and procedures and develops enhancements if necessary. He/She will facilitate the work of consultants, advisors and experts, and establish and maintain collaborative relationships with counterparts in government, multilateral and bi-lateral donor agencies and civil society to address emerging issues relevant to youth.

The Programme Manager must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA’s mandate, in particular CP outputs on promoting sexuality education and youth participation. You are a substantive contributor to the programme team in the UNFPA Country Office.

**The Programme Manager will be specially responsible for:**

* Provide technical inputs to the formulation, implementation and monitoring of the project activities, in particular: (a) assesse priority technical requirements of the project; (b) collect and analyze data and information relevant to the project implementation in the country; (c) assesse the local context for the planning and administration of the project; and (d) participate in periodic technical reviews as well as project evaluation exercises;
* Prepare project work plans, in consultation with UNFPA CO staff, project counterparts and donors, and ensure quality and timely implementation of the project activities;
* Expedite and coordinate project AWP implementation, establishing collaborative relationships with implementing partners, experts, government counterparts and other UN agencies and facilitating timely and efficient delivery of project output/s. Monitor projects expenditures and disbursements to ensure that delivery is in line with approved project budgets and realize targeted delivery levels;
* Collate and document local, regional and international information and knowledge about current and emerging youth concerns and trends. Actively share and apply this knowledge and identify opportunities for project intervention;
* Ensures that an exit strategy is in place upon completion of the project activities to sustain progress made and, replicate/scale up successful interventions;
* Organizes and facilitates the project meetings, prepares agenda and minutes, and closely monitors the implementation of follow up actions. Drafts progress, annual and final reports of the project and submits them to concerned local, national and international agencies;
* Participates in technical and monitoring missions and ensures follow-up actions and monitoring; and
* Provides inputs to development, implementation of country program strategies and plans.

Carry out any other duties as may be required by UNFPA leadership.

**Qualifications and Experience**

**Education:**

Master’s degree in Development Studies, Sociology, Public Health or other related social science field.

**Knowledge and Experience:**

* 5 years of professional experience in policy analysis and development programme/project planning and management;
* Experience working in the area of health, youth development and firm knowledge of the Mongolia’s socio-cultural, political and economic conditions is required;
* UNFPA experience and experience working in collaboration with government and development partners, civil society organizations and private sector is an added advantage.

**Languages:**

Fluency in oral and written English and Mongolian languages.

**Required Competencies**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Business acumen * Implementing management system * Innovation and marketing of new approaches * Leveraging the resources of national governments and partners/Building strategic alliances and partners * Advocacy/Advancing a policy oriented agenda * Resource mobilization |
| **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 * Conflict and self-management * Empowerment/Developing people/Performance management | |

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In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

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| **Immediate Supervisor’s Name & Signature** | **Iliza Azei, Assistant Representative, a.i.**  **<Date>** |
| **Division Director’s Name & Signature** | **Naomi Kitahara, Representative**  **<Date>** |