



Programme Associate

Job title:	Programme Associate
Level:	GS-6
Position Number:	00166644
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

This is the project funded position.

The Position:

The Programme Associate supports the design, planning and management of UNFPA's country programme by managing data inputs, providing administrative and logistic support, monitoring project implementation and following up on recommendations.

You will report to the Programme Analyst, Programme Management.

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 (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 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:

UNFPA has received over 2.7 million USD investment from Swiss Development Cooperation for the second phase of Combatting Gender Based Violence (CGBV) Project (2020-2023). Under the CGBV, UNFPA is committed to leading the international community and supporting national stakeholders in addressing gaps in gender equality, improving sexual and reproductive health services, responding to and preventing gender based violence (GBV) and integrating gender equality and women's human rights perspectives into national policies, development frameworks and laws. Through these key outcomes, UNFPA will also be seeking



to achieve improved and strengthened access to justice and increased participation of women in the peace process, through economic and political empowerment.

You will support the design, planning and management of UNFPA's country programme by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations, in the areas of Gender Equality and Women's Empowerment, particularly for Combatting Gender Based Violence Project Second Phase (2020-2023).

You would be responsible for:

- Participates in the formulation of the country programme and component projects, by compiling and analysing information relevant to the UNFPA's role in the country, drafting project documents and work plans and preparing tables and statistical data.
- Supports Programme Analyst, Programme Management to work together with Implementing Partners to ensure detailed breakdown among activities within the planned/approved allocation in the Work Plan.
- Assists in monitoring project expenditures and taking necessary actions related to project activities (e.g. budget revision, reprogramming of activities, etc.)
- Supports the evaluation of project and programme activities, establishing ways to assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.
- Provides logistical and administrative support to projects by coordinating project related meetings, workshops and events.
- Trains and guides project personnel and staff on national execution and programme policies and procedures.
- Supports advocacy and resource mobilization efforts of the CO, by establishing and maintaining a network of donor and public information contacts.
- Supports effective partners coordination forums, inter-agency meetings and internal UNFPA meetings including programme meetings.
- Assists with organizing and conducting donor meetings and public information events, including preparing relevant background material for these events.
- Assists in implementing knowledge management strategies to capture lessons learned and good practices, sharing these with management for future planning
- Supports organization of field-monitoring visits and cooperate with the IPs to monitor the programme implementation.
- Carries out any other duties as may be required by UNFPA senior management team.

Qualifications and Experience:

Education:

Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- Six years of relevant experience in programme/ project management.
- Proficiency in current office software applications and corporate IT systems.



- Experience working in collaboration with the United Nations, government and development partners, civil society organizations and private sector is an asset.

Languages:

- Fluency in oral and written English and Mongolian languages.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	<p>Functional Competencies:</p> <ul style="list-style-type: none">• Advocacy/ Advancing a policy-oriented agenda• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships• Delivering results-based programmes• Internal and external communication and advocacy for results mobilisation
<p>Core Competencies:</p> <ul style="list-style-type: none">• 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	

Compensation and Benefits:

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

Disclaimer:

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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.