



Programme Analyst, Programme Management

Job title:	Programme Analyst, Programme Management
Level:	NO-B
Position Number:	00166643
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full time
Fixed term/Temporary:	Fixed term
Rotational/Non Rotational:	Non Rotational
Duration:	One year (with possible extension subject to satisfactory performance and availability of funding)

This is a project funded position.

The Position:

The Programme Analyst, Programme Management is located in the Mongolia Country Office (CO) and reports to the Programme Specialist, Gender Equality and Women's Empowerment.

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 who can transform, inspire and deliver high impact and sustained programme results; who are transparent and professional in managing the resources and results efficiently and effectively; and who are committed to make a difference in ensuring sexual and reproductive health for all.

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.



In order to implement the Second Phase of Combatting Gender Based Violence Programme with strong programme fund management, coordination of donors and partnerships to support the technical and programme team to achieved agreed results of the CGBV Programme, the Programme Analyst will support managing the implementation of the CGBV Programme in collaboration with other team members in the programme unit.

The Programme Analyst ensures the effective management of UNFPA activities in the areas of gender equality and women's empowerment with a particular focus on gender based violence (GBV). You will manage Gender Equality and Women's Empowerment Component (GEWE) of the Country Programme in a middle income context.

You would be responsible for:

Programme Management Support

- Supports Programme Specialist and other UNFPA staff members engaged in CGBV Project to ensure strong fund management and programme implementation and produce timely financial and progress reports as per donor agreements;
- Evaluates proposals, including workplans and budgets, submitted by implementing partners and ensuring that workplans are in compliance with UNFPA Programme Policy and Procedures (PPM) as well as in line with national framework where they exist, and take into account work undertaken or planned by the government or other donors and partners;
- Guides and supports timely preparation of UNFPA and implementing partner workplans, provide technical support to enhance Sexual and Reproductive Health and Rights (SRHR), Adolescents and Youth (AY), and GBV integration;
- Provides support to the programme team whether staff or short-term consultants, in both substantive and operational issues ensuring optimization of human and financial resources and promoting a culture of results with highest performance standards;
- Undertakes day-to-day management of the programme, including effective programme implementation and, documents progress towards the achievement of outputs;
- Working together with Programme Specialist, manages the programme budget and facilitates budget approvals and revision processes as per UNFPA programme policies and procedures (PPM);
- Ensures appropriate recording and financial documentation as required by UNFPA and preparation of required financial and programme reports, including monthly implementation rate;
- Facilitate transparent financial management of the CGBV Project regular audits and evaluation;
- As per the agreed internal control framework (ICF), approve requisitions, and follows up on purchase orders and payment requests in ATLAS, and ensures monthly delivery of programme outputs;

- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination;
- Regularly assesses the capacity building needs for UNFPA implementing partners and subcontractors, supports roll out of the capacity building strategy and plan.

Programme Planning, Implementation, Monitoring and Evaluation

- Ensures programme assessments are undertaken and relevant data collected to strengthen programme monitoring and evaluation;
- In coordination with UNFPA Monitoring and Evaluation Analyst, contributes to the implementation of the monitoring and evaluation plan of the CGBV project, conduct field visits, participates in the review meetings and evaluation missions;
- Supports the Monitoring and Evaluation Analyst to further strengthen and implement the information management system which allows the efficient and effective collection, storage and analysis of data throughout the programme;
- Analyzes factors affecting the achievement of results, recommends corrective actions and follows up on recommendations. In collaboration with the Media and Communication Analyst, contributes to the development of the CGBV communication materials;
- Supports development of Terms of References for programme consultants and experts hired on short-term basis and ensures proper delivery of technical assistance services and submission of technical and other reports;
- Facilitates the participation and involvement of relevant stakeholders, not limiting to UNFPA implementing partners, in programme implementation so that the process is inclusive, participatory and transparent;
- Provides support to ensure strong coordination of programme implementation among implementing partners and relevant government entities both at national as well as provincial levels;
- Follows up with the implementing partners on the timeliness and quality of the outputs as well as timely preparation of reports on achievements and lessons learned within the CGBV Project;
- Contributes reviewing and monitoring the priorities of the Government of Mongolia to ensure its synergies with the needs of the people the CGBV Project is seeking realign or reallocate across the Results Framework on the basis of recommendations of UNFPA;
- Promotes identification and synthesis of good practices and lessons learned for organizational sharing and learning including management of the online Community of Practice, development of newsletters, organization and facilitation of workshops for the CGBV Project partners;



- Supports the evaluation of the CGBV Project and the development and implementation of the exit strategy.

Advocacy, Partnerships and Resource Mobilization

- Supports the management the CGBV Steering Committee Meetings including the preparation of meetings, prepare meeting minutes, reports on project and programme implementation and expenditure rates;
- Advocates to address gender equality, GBV as well as sexual and reproductive health and rights issues;
- Performs any other duty assigned by UNFPA senior management team.

Qualifications and Experience

Education:

Advanced degree in Gender Studies, Public health, Demography, international relations, public administration, financial management, business management or any other Social Sciences

Knowledge and Experience:

- Minimum two years of progressively relevant professional experience in the field of programme management
- Knowledge on sexual and reproductive health and rights and gender equality issues, particularly GBV, including relevant international human rights standards and instruments;
- Demonstrated strategic thinking skills, good coordination, communication skills
- Results-based programme management experience, with particular focus on strategic planning and capacity building;
- Specialized knowledge and proven experience in preventing and responding to gender based violence is an asset
- Demonstrated experience in financial management and development of financial reports
- Excellent computer skill (Windows environment, MS office applications including Word, Excel and Power-point);
- Prior working experience with UN agencies is an asset.

Languages:

Fluency both English and Mongolia is required.

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 programme • Internal and external communication and advocacy for results mobilization <p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus • Engaging internal/ external partners and stakeholders • Leading, developing and empowering people/ creating a culture of performance • Making decisions and exercising judgment
<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 cost of living adjustment, rental subsidy, education grant, home leave, 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>

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.