



Programme Analyst, Programme Management

Job title:	Programme Analyst, Programme Management
Level:	NO-A
Position Number:	
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full time
Fixed term/Temporary:	Temporary appointment
Rotational/Non Rotational:	Non Rotational
Duration:	212 days (possible extension subject to satisfactory performance and availability of funding)

The Position:

Programme Analyst, Programme Management is located in the Mongolia Country Office (CO) and reports to the Programme Analyst, Adolescents and Youth.

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:

Adolescents and youth issues is one of the priorities of the 6th Country Programme of UNFPA (2017-2022). The country programme aims to contribute to the development of a policy environment that 1) promotes quality Sexual and Reproductive Health services for youth; 2) allows for the implementation of Life Skills Education programmes based on human rights and gender equality; 3) encourages greater youth participation and increased representation, particularly for girls, in national laws.

UNFPA has a strong Adolescents and Youth Programme which is funded by various developing partners and donors.

Under overall guidance of Head of Office, with the direct supervision of the Programme Analyst, Adolescents and Youth and in collaboration with other team members in the programme unit, the Programme Analyst, Programme Management will support the implementation of the Adolescents and Youth Programme, including the UNFPA-implemented Integrated Support Programme for Women and Young People's Health in Umnugobi Province.

The Programme Analyst, Programme Management ensures the effective implementation of UNFPA activities in youth development, with a particular focus on comprehensive sexuality education (CSE). You will be supporting the Outcome 2: Adolescents and Youth of the Country Programme in a middle income country context.



You will be responsible for:

Programme Planning and Implementation support

- Supports Programme Analyst, Adolescents and Youth and team members engaged in the Adolescents and Youth programme to ensure strong programme implementation and produce timely progress reports as per donor agreements;
- Supports timely preparation of implementing partner (s) workplans and monitor the progress tracking of the workplans;
- Undertakes day-to-day effective programme implementation tasks and documents progress towards the achievement of outputs;
- Provides support to ensure strong coordination of programme implementation among implementing partners and relevant government entities both at national as well as provincial levels;
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, and drafting relevant materials for dissemination;

Programme Monitoring and Evaluation support

- Ensures programme assessments are undertaken and relevant data collected to strengthen programme monitoring and evaluation;
- Contributes to the implementation of the monitoring and evaluation plan of the adolescents and youth projects,
- Organizes field visits and participate in the review meetings;
- Supports Programme Analyst, Adolescents and Youth for the development of Terms of References for programme consultants and experts hired on a short-term basis and ensured proper delivery of technical assistance services and submission of technical and other reports;
- 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 Adolescents and Youth Projects;
- Works closely with the Monitoring and Evaluation Analyst to identify required data and statistics;
- Perform any other duties assigned by UNFPA Management.

Qualifications and Experience

Education:

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

Knowledge and Experience:

- Up to two years of progressively relevant professional experience in the field of project/programme implementation and management
- Knowledge on sexual and reproductive health and rights and youth development and comprehensive sexuality education;
- Demonstrated good coordination of multi partners supported projects/programms, excellent verbal and written communication skills
- Results-based programme management experience
- 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 in both English and Mongolia is required.

Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity• Demonstrating commitment to UNFPA and the UN system• Embracing cultural diversity<ul style="list-style-type: none">• Embracing change	Functional Competencies: <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 mobilization
Core Competencies: <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.