



Programme Associate

Job title:	Programme Associate
Level:	GS-7
Position Number:	
Location:	Ulaanbaatar, Mongolia
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

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

You will report 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 (2022-2025), 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, and exceptional in how they manage the resources entrusted to them and who commit to delivering excellence in programme results.

Job Purpose:

You will play an instrumental role in facilitating UNFPA's country programme and project implementation, supporting design, planning, and management in the areas of UNFPA's Three Transformative Results; Sexual Reproductive Health and Rights (SRHR), Adolescents and Youth Health and Development, and Gender Equality and prevention and response to Gender Based Violence (GBV).

You will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing, and analyzing relevant information, developing appropriate mechanisms and systems, and ensuring compliance with procedures.



You would be responsible for:

- Participating in the formulation of the country programme and component projects by compiling and analyzing information relevant to the UNFPA's role in the country, drafting project documents and work plans, and preparing tables and statistical data.
- Supporting Programme Analyst, Programme Management to work with Implementing Partners to ensure a detailed breakdown of activities within the planned/approved allocation in the Work Plan and monitoring project expenditures and taking necessary actions related to project activities (e.g. budget revision, reprogramming of activities, etc.).
- Supporting 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.
- Guiding routine implementation of assigned projects in coordination with national counterparts and project personnel, coordinating the delivery of project inputs; and ensuring participation of national counterparts in training activities and study tours.
- Providing logistical support to projects by coordinating project related meetings, workshops, and events. Training and guiding project personnel and staff on national execution and programme policies and procedures.
- Supporting advocacy and resource mobilization efforts of the CO by establishing and maintaining a network of donor and public information contacts.
- Assisting with organizing and conducting donor meetings and public information events, including preparing relevant background material for these events.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning
- Carry 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:

- Seven 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:



Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• 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 mobilisation
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 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.