**Programme Analyst**

**Job title: Programme Analyst – TLS Spotlight**

**Level: NO-B**

**Position Number: 00149958**

**Location: Dili, Timor Leste**

**Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

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

**Duration: One year (renewable)**

**Background:**

The overall vision of the Spotlight Initiative in Timor-Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor-Leste.

The programme is aligned to the Timor-Leste National Action Plan on Gender based Violence (2017-2021) and National SDG Roadmap. It will contribute to the elimination of domestic violence/intimate partner violence (DV/IPV) by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls, using a multi-sectoral and intersectional approach across the ecological model.

This will involve strengthening and widening partnerships and solidarity across civil society, government, media, private sector and development partners. The Initiative will empower individuals, equip institutions at national, sub-national and community levels with the policies, systems and mechanisms to prevent and respond to VAWG, and encourage the public to challenge harmful gender norms. Using innovative approaches, the SI will build a social movement of diverse advocates and agents of change for gender equality and social inclusion.

The Spotlight Initiative will accelerate Timor-Leste progress toward reaching its targets under the 2030 Agenda, particularly SDG 5 on Gender Equality, but also SDG 3 “Health and Well-Being”, SDG. 4 “Quality Education”, SDG 8 “Promote inclusive and sustainable

economic growth, employment and decent work for all”, SDG 10 “Reduced Inequalities”, SDG 11 “Sustainable Cities and Communities”, SDG 16 “Peace, Justice and Strong Institutions”, and SDG 17 on “Partnerships”. It will contribute to the National Strategic

Development Plan and reinforce Timor-Leste

**The Position:**

The Programme Analyst analyses and assesses relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA’s programmes.

You will report to the UNFPA Representative, Deputy Representative/ Assistant Representative or Programme Specialist.

**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 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:**

Working within a large and complex Country Office (CO) environment, you will support the effective management of UNFPA activities in the areas of population and development, reproductive health and gender. Through substantive analysis and assessment of political, social and economic trends, you will contribute to project formulation and evaluation, joint programming initiatives and national development frameworks.

You will monitor results achieved during implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.

**You would be responsible for:**

* In collaboration with other UN Agencies, Government counterparts, NGOs and other partners, contributing to the design and implementation of the Spotlight Initiatives in the target states, in line with UNFPA programme policies and procedures.
* Ensuring appropriate monitoring and oversight mechanisms and systems are established and implemented.
* Review, coordinate and monitor the submission of implementing partner financial and narrative reports;
* Monitor budget implementation and make budget re-alignments/ revisions, as necessary, for the components funded through Spotlight Initiatives
* Facilitate learning and exchanging of experiences among programme stakeholders; Consolidate lessons learned and key outcomes.
* Analysing and interpreting the political, social and economic environment relevant to UNFPA Spotlight activities, and identifying opportunities for UNFPA assistance and intervention.
* Preparing briefs and inputs on Spotlight activities for policy dialogue, technical assistance coordination, and development frameworks.
* Establishing collaborative relationships with other UN Agencies Spotlight Team, executing agencies, experts, government counterparts to facilitate timely and efficient delivery of project inputs.
* Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning supporting training needs of project personnel
* Supporting the advocacy and resource mobilisation strategy of the CO, by ensuring preparation of relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in related meetings and public events.

**Qualifications and Experience:**

**Education:**

Advanced degree in health, population, demography and/or other related social science discipline.

**Knowledge and Experience:**

* At least 2 years of relevant experience with a master’s degree or 4 years with a bachelor’s degree at the national level in the field of development and population activities, with experience in programme/ project management
* Practical experience in design, monitoring and evaluation of development projects
* Experience using office software packages and web-based management systems.

**Languages:**

Fluency in English; working knowledge of Tetum and Bahasa is an added advantage.

**Required Competencies:**

|  |  |
| --- | --- |
| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * 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:**   * 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 | **Managerial Competencies:**   * Providing strategic focus, * Engaging in internal/external partners and stakeholders, * Leading, developing and empowering people, creating a culture of performance * Making decisions and exercising judgment |

Interested candidate should submit a Cover Letter, and P11 form, in a sealed envelope marking “Confidential” with clearly mention the post applied to UNFPA Office at, Caicoli Street, Dili, Timor Leste. Or email to: [elamin@unfpa.org](mailto:elamin@unfpa.org) and [jossoares@unfpa.org](mailto:jossoares@unfpa.org) . The deadline for application is **24 December 2019** at 17.00 pm. ***"For those who submitted application before, no need to re-submit"***

Approved by:

Mr. Ronny Lindstrom

Representative, UNFPA