**Programme Assistant**

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

**Level: GS-5**

**Position Number: 00149959**

**Location: Dili, Timor-Leste  
Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

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

**Duration: One year (renewable)**

**The Position:**

The Programme Assistant 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.

**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.

The Spotlight Initiative in Timor Leste will be implemented through five UN agencies (UN Women, UNFPA, UNDP, UNICEF and ILO) with a focus on addressing intimate partner violence and domestic violence. The overall vision of the Spotlight Initiative in Timor Leset is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor Leste. This contributes to implementation of Timor Leste’s National Action Plan on Gender Based Violence (2017-2021), with attention to holistic prevention and responses to violence against women and girls.

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.

**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:**

You will play an instrumental role in facilitating UNFPA’s country programme and project implementation, supporting design, planning and management, in the areas of population and development, reproductive health and gender.

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 analysing information relevant to the UNFPA’s role in the country, drafting project documents and work plans and preparing tables and statistical data.
* 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 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 mobilisation 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

**Qualifications and Experience:**

**Education:**

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

**Knowledge and Experience:**

* 5 years for secondary education, or 2 years for University degree of relevant administrative or programme experience is required at the national level in programme/ project management.
* Proficiency in current office software applications and corporate IT systems.

**Languages:**

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

**Required Competencies:**

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| **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 | |

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