**Programme Assistant**

**Job title: Programme Assistant**

**Level: SB3**

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

**Fixed term/Temporary: Service Contract**

**Duration: 10 months (renewable)**

**The Position:**

The Program 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 recommendation. The interview process will be used to create a roster of qualified individuals for the same level of post.

**Task and responsibilities:**

* Participating in the formulation of the country programme and component projects, by support with 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 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.
* Support routine implementation of assigned projects, in coordination with national counterparts and project personnel, assist with coordinating delivery of project inputs; and ensuring participation of national counterparts in training activities and study tours.
* Providing logistical support to projects by arranging project related meetings, workshops and events. Support 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 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

**Education:**

Completed Secondary Level Education required or Bachelor degree with 2 years of relevant working experience.

**Knowledge and Experience:**

* Five years of relevant experience in programme/ project management.
* Proficiency in current office software applications and corporate IT systems.

**Languages:**

Fluency in English, Tetum and Bahasa;

**How to apply:**

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 **5 November 2019** at 17.00 pm.

Approved.

Mr. Ronny Lindstrom

Representative