

Roster for National Program Analyst Position

Job title:	Programme Analyst
Level:	NO-B /SC 4-5
Position Number:	
Location:	Dili, Timor Leste
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term / Temporary Fixed Term / Service Contract
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

UNFPA is looking for qualified and suitable candidates to establish a roster for hiring National Program Analyst Posts. The Program Analyst who could analyse and assess relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA's programmes. Selected Candidate will report to the UNFPA Representative, Deputy Representative/ Assistant Representative or Programme Specialist.

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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.

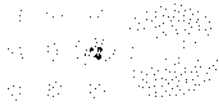
Job Purpose:

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.

Candidate would be responsible for:

- In collaboration with Government counterparts, NGOs and other partners, contributing to the design and implementation of the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures.



- Ensuring appropriate monitoring and oversight mechanisms and systems are established and implemented.
- Analysing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention.
- Analysing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Assessing implications of new policy developments and strategies on programme execution, and ensuring their integration.
- Establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies 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:

- Two years professional experience 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:

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

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, 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.

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 and jossoares@unfpa.org . The deadline for application is **14 November 2019** at 17.00 pm.

Approved by:

dr. Domingas Bernardo
 Officer in Charge, UNFPA