**Term of Reference**

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| **Job title:** | **Programme Analyst** |
| **Posting Title** | **National Post: Roster, Programme Analyst** |
| **Level:** | **NOA** |
| **Position Number:** | **Roster** |
| **Location:** | **Dili, Timor Leste** |
| **Full/Part time:** | **Full-Time** |
| **Fixed term/Temporary:** | **Fixed Term** |
| **Rotational/Non Rotational:** | **Non-Rotational** |
| **Duration:** | **One year (renewable)** |
| **Posting date:** | **Wednesday, 31st March 2021** |
| **Closing date:** | **Tuesday, 20th April 2021 at 17.00 p.m.** |

**The Position:**

The Programme Analyst is located in Country Offices (CO) and will report to the UNFPA Representative.

*[i] No expectancy of renewal in accordance with UN Staff Regulation 4.5*

**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 program results.

**Job Purpose:**

Working within the Country Office (CO) environment, you will support the effective management of UNFPA activities in the areas of Gender. Through analysis and assessment of political, social and economic trends, you will contribute to Gender projects formulation and evaluation, joint programming initiatives and national development frameworks.

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

**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 Gender projects documents and work plans; and preparing tables and statistical data.
* Evaluating Gender projects and programme activities, establishing ways to systematically 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 for the gender program.
* Analyzing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention in the area of Gender.
* Analyzing Gender policy papers, strategy documents and national development plans; preparing briefs and inputs for Gender program policy dialogue, technical assistance coordination, and development frameworks.
* Assessing implications of new policy developments and strategies on Gender 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 Gender projects inputs.
* Assisting in implementing knowledge management strategies to capture lessons learned and best practices in the Gender area, and sharing these with management for future planning
* Assisting in 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 of donor meetings and public information events, including preparing relevant background material for these events.

**Qualifications and Experience:**

**Education:**

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

**Knowledge and Experience:**

* 2 years of progressively responsible professional experience in the field of development, population and gender activities, including programme designing, appraising and management.
* Demonstrated ability to refine programme design to ensure alignment of organizational programme objectives to national priorities/capacities.
* Proven ability to lead and manage teams to achieve demonstrable results.
* Excellent written and oral communication skills to foster engaged partnerships at a high level of representation and to maintain political partnerships.
* 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:**

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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 programs * Internal and external communication and advocacy for results mobilization |
| **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 |

**How to apply:**

*Interested candidates should submit an application letter and a completed United Nations Personal History (P11) Form by email to* [***timor-leste.office@unfpa.org***](mailto:timor-leste.office@unfpa.org)**,**  *The P11 is available on the UNFPA websites at* [**https://timor-leste.unfpa.org/en/vacancies**](https://timor-leste.unfpa.org/en/vacancies)**.**

*Hard copies application with duly completed P11 and CV could be submitted to the UNFPA office (in a sealed envelope addressed to Jose Soares).*

*UNFPA will only be able to respond to those applications in whom UNFPA has a further interest. For the one who applied before, no need to re-submit their application.*

*UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balances gender distribution.*

*We offer an attractive remuneration package commensurate with the level of the position.*

*Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDs status.*

*Qualified men and women are equally encouraged to apply.*

Approved by:

Mr. Ronny Lindstrom

Representative, UNFPA