**Term of Reference**

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| **Job title:** | **Programme Analyst** |
| **Posting Title** | **National Post: Roster, Programme Analyst** |
| **Level:** | **NOB** |
| **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 analyses and assesses relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA’s programme 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 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 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:**

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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 | **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