



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Youth Programme Analyst</b>	<b>Duty Station: Amman - Jordan</b>
<b>Grade (Classified)</b>	<b>NO-A</b>	<b>CCOG: 1.A.11</b>
<b>Post Number:</b>	<b>New Post</b>	
<b>Post Type:</b>	<b>Fixed-Term</b> <input type="checkbox"/>	<b>Rotational</b> <input type="checkbox"/> <b>Non-Rotational</b> <input checked="" type="checkbox"/>
<b>Classification Authority:</b>		<b>Date: January 2017</b>

### 1. Organizational Location

The Youth Programme Analyst is located in the Jordan Country Office (CO) and reports to the Youth Programme Specialist.

### 2. Job Purpose

The Youth Programme Analyst assists in the design, planning and management of UNFPA's country programme by analysing youth relevant political, social and economic trends and providing inputs to youth project formulation and evaluation, joint programming initiatives and national development frameworks. The Youth Programme Analyst leads the process of Youth programme/ project implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation.

### 3. Major Activities/Expected Results

- Participate in the identification and formulation of the country programme and Youth component projects by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, drafts project documents and work plans and prepares tables and statistical data.
- Evaluate Youth project and programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports. Analyzes factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- Contribute to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Youth Program, and drafting relevant materials for dissemination.
- Support the advocacy and resource mobilization strategy of the Youth Program by compiling and synthesizing relevant background material for use in discussions and public events.

Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events.

- Analyze and interpret the political, social and economic environment relevant to population and development and Youth in Jordan, and identifies opportunities for UNFPA assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks, and prepares briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
  - Ensure the provision of technical assistance and guidance to all executing and implementing agencies in the area of youth reproductive health and healthy life styles to maximize results and achievements based on the signed work plans with UNFPA partners.
  - Review, monitor, evaluate and provide technical assistance to projects related to young people at national and sub-national levels according to UNFPA rules and procedures
  - Advocate and follow-up on youth issues on a National and Regional levels
  - Ensure integration and linkages of the Y-PEER program within regular and emergency programs and work with the YPEER coordinator on documentation of YPEER initiatives and success stories.
  - Ensure integration and linkages between the Emergency and Regular youth projects and design interventions and projects that target Jordanian and Syrian Youth at the response and resilience levels
  - Assess the programs' needs for strategic interventions and participate in the fund raising process by assessing the youth needs. Provide ideas and assist in writing technical and financial proposals in collaboration with the Youth team and the M&E officer.
  - Foster links between the Youth program and the Reproductive Health and Gender Based Violence programs .
- Identify implementing partners; work with them on designing program ideas and proposals, agreements and work plans.
- Review and monitor programme/project budgets and assist relevant partners in preparing financial reports as per UNFPA rules and regulations namely preparation of accurate Funding Authorization and Certification of Expenditures (FACE). In addition to maintaining regular review of projects financial data on quarterly basis (FACE, IP bank balance and financial books) including follow-up on audit reports and alerts if and when delays occur.
- Keep records of all financial reports, projects' annual forms and other related reports.
- Chair the UNAF Youth Result Group in Jordan and provide input for the group's annual workplan, national surveys...etc.

#### **4. Work Relations**

The Youth Programme Analyst maintains collaborative relationships with all programme and project staff at the CO and works closely with the Youth Program Specialist and Program Associates.

## 5. Job Requirements

### **Education:**

Masters degree in health, population, demography, management and/or other related social science field.

### **Knowledge and Experience:**

- Prior experience in the field of youth programming would be desirable.
- Minimum one year of relevant, demonstrated professional experience in the design, implementation, monitoring and evaluation of projects in the areas of population and reproductive health
- Working experience at national and grassroots levels

### **Required Competencies:**

#### **values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

#### **Core Competencies:**

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationship
- Communicating for impact

#### **Managerial Competencies (if applicable):**

- Providing strategic focus
- Engaging internal/external partners
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment

#### **Functional Skill Set:**

- 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 mobilization

#### **Languages:**

- Fluency in English and Arabic is required.

UNFPA provides a work environment that reflects the values of gender quality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

**How to Apply:**

Interested Applicants of Jordanian nationality are advised to complete their Personal History Form (P11), which can be downloaded from <http://jordan.unfpa.org> website (only P11 Form will be considered). Kindly forward your completed P11 along with a copy of your academic qualifications certificate to the email address [vacancy@unfpa-jordan.org](mailto:vacancy@unfpa-jordan.org) indicating the Vacancy Number and the Job Title in the e-mail's subject, before the deadline of **18 May 2017**.

Candidates who are seriously being considered will be contacted for an interview.