



JOB DESCRIPTION

Official Job Title:	Programme Associate	Duty Station: Amman - Jordan	
Grade (Classified)	GS-7		
Post Number:	Generic		
Post Type:	Fixed – Term <input type="checkbox"/>	Rotational <input type="checkbox"/>	Non-Rotational <input checked="" type="checkbox"/>
Classification Authority:	DHR Director	Date: May 2015	

1. Organizational Location

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

2. Job Purpose

The Programme Associate supports the design, planning and management of UNFPA's country programme by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations. The Programme Associate applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to population and development, reproductive health and gender issues. S/he is instrumental in facilitating programme/ project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

3. Major Activities/Expected Results

- Participates in the identification and formulation of the country programme and 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.
- Evaluates 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 basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- In coordination with national counterparts and project personnel, guides routine implementation of assigned projects, coordinating delivery of project inputs, ensuring participation of national counterparts in training activities and study tours.
- Provides logistical support to projects by coordinating review meetings and other project

related workshops and events. Trains and guides project personnel and staff on national execution and programme policies and procedures.

- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination.
- Supports advocacy and resource mobilization strategy of the CO 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.

4. Work Relations

The Programme Associate maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include the Programme Specialist, the Programme Analyst, the CO's programme/ technical team, and the CO's operations' management team.

5. Job Requirements

Education:

Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

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

Values:

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

Core Competencies:

- Achieve 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

Functional Skill Set:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

Languages:

Fluency in Oral and Written English and Arabic.

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 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.