



JOB DESCRIPTION

Official Job Title:	Programme Associate (Population Development/ Youth)	Duty Station: Jordan
Grade (Classified)	GS-7	CCOG: 2.A.11
Post Number:	New post	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date: August 2016

1. Organizational Location

The Programme Associate is located in Jordan Country Offices (CO) in Amman under the overall guidance of Assistant Representative and reports to the Population Development (PD) and Youth Programme Analyst.

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, and youth issues. S/he is instrumental in facilitating PD and Youth 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 PD and Youth projects by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, draft and prepares project documents, work plans, financial reports, prepares tables and statistical data, and supports PD and Youth Project staff as needed.
- Evaluates PD and 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 basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- In coordination with counterparts and the PD and Youth program Analyst, guides routine implementation of assigned projects, coordinating delivery of project inputs, ensuring participation of counterparts in training activities and study tours.

- Provides logistical support to PD and Youth projects by coordinating review meetings and other project related workshops and events. Trains and guides Implementing Partners core project staff on national execution and UNFPA 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 in general and the PD and Youth programs in specific, and drafting relevant materials for dissemination.
- Supports advocacy and resource mobilization strategy of the CO in general and the PD and Youth programs in specific by compiling and synthesizing relevant background material for use in discussions and public events. Establishes and maintains a 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 (PD and Youth) maintains collaborative relationships with all programme and project staff at the CO and works closely with the PD and Youth Program Analyst and the Emergency Youth Program Specialist.

5. Job Requirements

Education:

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

Knowledge and Experience:

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

iii) Required Skills:

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking
- Supporting financial data analysis

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 English and Arabic is required.

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 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 **26 October 2016**.

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