



## JOB DESCRIPTION

Official Job Title:	Programme Associate	Duty Station: Various
Grade (Classified)	GS-7	CCOG: 2.A.11
Post Number:	Generic	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	00114308	Date: November 2011

### 1. Organizational Location

The position is based in Jordan Country Office (CO) in Amman, under the overall guidance of Humanitarian Coordinator and direct supervision of the Reproductive Health/GBV 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 Reproductive Health and Gender based Violence (GBV). 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 projects by compiling and analyzing information in the areas of Gender based Violence (GBV) and Reproductive Health. Drafts project documents and work plans and incorporate in the UNFPA's internal systems.
- In coordination with implementing partner and national counterparts, guides routine implementation of assigned projects, coordinating delivery of project inputs. Document all processes in a systematic manner by maintaining files and folders, writing emails and taking meeting minutes.
- Monitoring project and programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting regular field visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.
- Work closely with UNFPA implementing partners and technical team to analyze basic

factors affecting the achievement of results in the area of GBV and Reproductive Health. Assist in providing timely recommendations and suggesting corrective actions and a close follow up on recommendations.

- Provides logistical support to projects by coordinating review meetings and other project related workshops and events.
- Provide technical guidance and training to Implementing Partners on UNFPA's policies, rules and regulation related to both budget and programme implementation and ensure adherence.
- Supports advocacy and resource mobilization efforts of the Country Office by compiling and synthesizing relevant background material for use in discussions and public events. Provides assistance in organizing and conducting donor meetings and public information events.
- Perform any other task as needed by the programme.

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

The Programme Associate maintains collaborative relationships with all programme and project staff at the CO. Internally, the incumbent will work closely with Reproductive Health / GBV Programme Specialist and Reproductive Health and GBV Programme Analysts. The function will be carried out under the leadership of Humanitarian Coordinator and direct supervision of the RH/GBV Programme 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 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](mailto: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.