



JOB DESCRIPTION

Official Job Title:	Programme Analyst Reproductive Health Duty Station: Amman	
Grade (Classified)	NO-B	CCOG: 1.A.11
Post Number:		
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	00114311	Date:

1. Organizational Location

The position is based in Jordan Country Office (CO) in Amman, under the overall guidance of the Representative and Humanitarian Coordinator and direct supervision of the GBV/RH Programme Specialist.

2. Job Purpose

The Reproductive Health Programme Analyst will mainly be responsible for analyzing and assessing relevant political, social and economic trends and provides substantive inputs to project formulation, monitoring and evaluation, quality control, joint programming initiatives and national development frameworks. S/he will also be responsible to coordinate closely with the government stakeholders and line ministries to strengthen the development and resilience component of UNFPA's Reproductive Health programme. S/he will ensure that all relevant supplies and equipment's (medicines, RH Kits, IUDs etc) are procured, stored and disbursed as per UNFPA's rules and regulations ensuring efficiency and quality control. The incumbent will play an important role in proposal writing, networking and other related activities for fundraising and resource mobilization of UNFPA in coordination with the team. S/he will perform a close coordination function with the staff member responsible for the humanitarian and interagency Reproductive Health programme to build synergies and minimize overlap.

3. Major Activities/Expected Results

- In collaboration with Government counterparts, NGOs and other partners, contributes substantively to the formulation and design of the country programme and its component projects in line with Government priorities and according to UNFPA programme policies and procedures. Ensures quality of programme / project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Analyzes and interprets the political, social and economic environment relevant to Reproductive Health and identifies opportunities for UNFPA assistance and intervention. In collaboration with Government counterparts, UN agencies, NGOs and other partners, contributes substantively to the formulation and design of the country programme and its component projects in line with Government priorities and according to UNFPA programme policies and procedures.

- Contributes to the implementation of Reproductive Health component of UNFPA development and humanitarian programme with the government and other partners. S/he will be responsible for the monitoring, reporting and programme/project implementation. S/he will ensure adherence to UNFPA's policy and financial rules/regulations and provide technical guidance and oversight to the partner organizations.
- S/he will also be responsible to coordinate closely with the government stakeholders and line ministries to strengthen the development and resilience component of UNFPA's Reproductive Health programme as well as to support the ongoing programmes and partnerships. This function will be carried in close coordination with the Reproductive Health Programme Specialist responsible for humanitarian response to avoid duplication and build synergies.
- Expedites and coordinates project implementation establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies facilitating timely and efficient delivery of project inputs and addressing training needs of project personnel.
- Coordinates closely with the S-GBV, Youth and Population Development Analysts to ensure a strategically integrated approach to planning UNFPA programme
- Liaise closely with UNFPA Camp coordinators to assess local conditions/resources of UNFPA's project sites. Conduct regular field visits to both camps and host communities to provide on ground technical support, feedback and to monitor programme implementation. Communicates with partners and beneficiaries on project feasibility and effectiveness. Adjust project plans as per available funds and evolving and emerging situation and needs. to ensure cost effectiveness of implemented interventions within the work plans.
- Support the advocacy and resource mobilization efforts of Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in donor meetings and public information events. S/he will work closely with the Monitoring and Evaluation and the Communication Analysts for knowledge management and sharing as well as proposal writing, appeal process and donor liaison.
- S/he will keep a track of the Reproductive Health related commodities and supplies (contraceptives, medicines, IUDs and Reproductive Health kits) to ensure that these commodities are procured, stored and disbursed as per UNFPA's rules and regulations ensuring efficiency and quality control.
- Provide technical assistance to the technical team engaged in cross-cutting and multispectral projects with regard to the Reproductive Health related issues and address key concerns. Assess the training needs of the partners and counterparts and facilitate capacity building trainings, workshops and other activities.
- Perform any other task to support to UNFPA's programme objectives

4. Work Relations

The Reproductive Health Analyst facilitates the work of consultants, advisors, and experts, establishes, and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. Internally, the

incumbent will work closely with RH/GBV Programme Specialist, Reproductive Health Programme Specialist, Programme Associate and UNFPA technical team. The function will be carried out under the leadership of the Humanitarian Coordinator.

5. **Job Requirements**

Education: Advanced university degree in public health, nursing, maternal child health and/or other related field.

Knowledge and Experience:

- At least 3 years of increasingly responsible professional experience in reproductive health issues. Experience in emergencies and experience in working with government ministries is an asset.
- Awareness and demonstrable knowledge of reproductive health issues and their relevance in humanitarian emergency settings and knowledge of the cultural context in the country
- Knowledge of the Sustainable Development Goals (SDGs)
- Experience in programme management, monitoring and evaluation. Familiarity with UN policies and principles will be an advantage.
- Ability to mainstream gender and youth in programmes and projects.
- Strong analytical and strategic thinking and a commitment to results.
- Proficient in current office software applications

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:

Proficiency in both 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.