



**VACANCY ANNOUNCEMENT**  
**VACANCY NUMBER 2018 UNFPA/JOR/SC/01**  
**The United Nations Population Fund (UNFPA) Jordan Country Office,**  
**Seeks the employment of a**  
**Programme Associate**

**Job Title:** Programme Associate  
**Contract Type:** Service Contract (SC 7)  
**Duration:** 8 months  
**Duty station:** Amman, Jordan

**1. Background:**

The Programme Associate is located in Country Offices (CO) and reports to the Humanitarian Coordinator. S/he is under the overall guidance and supervision of the Humanitarian coordinator.

**2. Objectives:**

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 and Data related to the Humanitarian programmes. . S/he is instrumental in facilitating programme/ project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

**3. Tasks and Responsibilities:**

- Participates in the identification and formulation of the humanitarian programme and component projects by compiling and analyzing information in the subject areas of UNFPA Humanitarian response, 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, participating in
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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.

- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. 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. She/He will work closely with the emergency M&E officer. Internal contacts include the top management, program and administrative teams.

#### **5. Job Requirements**

##### **Education:**

Bachelor degree is required.

##### **Knowledge and Experience:**

- Five years of relevant experience in programme/ project management.
- Good knowledge of Atlas and Global Programme System (GPS).
- Familiar with UN system and understanding of humanitarian settings and protocols
- Proficiency in current office software applications and corporate IT systems.
- Familiarity with the UN system and understanding of humanitarian settings and protocols, or prior experience with UN , NGOs especially in project management is considered as an asset.

##### **Languages:**

Fluency in Arabic and English is required.

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### **Required Competencies:**

i) Values: Integrity, commitment, embracing diversity, embracing change

ii) Core Competencies: Achieving results, accountability, developing professional expertise, analytical thinking, working in teams, communicating for impact

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

### **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 **30 April 2018**.

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

**\*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.**

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