



## VACANCY ANNOUNCEMENT

<b>Official Job Title:</b>	Programme Analyst, Youth	<b>Duty Station:</b> Erbil, IRAQ
<b>Adv. Number:</b>	UNFPA/IRQ/17/04	<b>Position Number:</b> 99721
<b>Current Grade:</b>	SB4	<b>Duration:</b> One Year
<b>Contract Type:</b>	Service Contract	<b>Date:</b> 6 June 2017

### 1. Organizational Location

The National Youth Programme Analyst is located in Erbil and reports to the Deputy Representative.

### 2. Job Purpose

Under the guidance of the Deputy Representative and direct supervision of the Youth Specialist, the Programme Analyst for youth analyzes political, social and economic trends, leads the formulation, management and evaluation of programme activities within his/her portfolio, and provides policy advice services.

The Programme Analyst works in close collaboration with the other Programme Analysts, the operations team, programme staff in other UN Agencies, UNFPA regional and headquarters staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society ensuring successful UNFPA programme development and implementation.

### 3. Major Activities/Expected Results

- Formulation and implementation of programme strategies.
- Management of the Country Office programme.
- Creation of strategic partnerships and resource mobilization.
- Provision of top quality policy advice services to the Government and UNFPA Senior Management and facilitation of knowledge building and management.

1. Ensures formulation and implementation of programme strategies focusing on achievement of the following results:
  - Thorough analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to various programming documents (Common Country Assessment, UN Development Assistance Framework, Country Programme Document, Country Programme Action Plan...).
  - Identification of areas for support and interventions within the UNFPA Thematic areas assigned;
  - Country Office business processes mapping and preparation of the content of internal Standard Operating Procedures.
2. Ensures effective management of the Country Office programme within UNFPA thematic areas, focusing on quality control from formulation to implementation of the country programme achieving the following results:
  - Effective application of Results-Based Management tools, establishment of management targets and monitoring of results.
  - Design and formulation of Country Office programme within the thematic areas of responsibility, translating UNFPA's priorities into local interventions. Coordination of programme implementation with the implementing partners. Introduction of performance indicators/ success criteria, cost recovery, targets and milestones.
  - Initiation of projects, presentation of the projects to the Programme National Technical Team, finalization of contribution agreements; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through proper review exercises. The Programme Analyst performs the functions of Manager Level 1 in Atlas for Purchase Orders and vouchers approval, and participates in recruitment processes for projects.
  - Financial and substantive monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in audit of NEX projects.
  - Facilitating evaluation of the programme impact. Monitoring and analysis of the programme environment, timely readjustments in portfolio.
  - Follow up on audit recommendations and ensure that all exceptions are timely reported.
  - Regular preparation of aggregate reports on activities, outputs and outcomes and preparation of donor reports.

3. Ensures creation of strategic partnerships and implementation of the resource mobilization strategy focusing on

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achievement of the following results:

- Development of partnerships with the UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society in the specific thematic areas based on Medium Term Strategic Goals of UNFPA, country needs and donors' priorities.
- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.

4. Ensures provision of top quality policy advice services to the Government and UNFPA Senior Management and facilitation of knowledge building and management focusing on achievement of the following results:

- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals.
- Development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.
- Sound contributions to knowledge networks and communities of practice.
- Organization of trainings for the operations/ projects staff on programme issues.

### 4. Work Relations

The Programme Analyst facilitates the work of consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. S/he must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA's mandate. The Programme Analyst is a substantive contributor to the programme team in the Country Office.

Internal contacts include the Representative, Deputy Representative and the Country Office programme/ technical team. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

Specialists and Analysts, the CO's programme/ technical team, and the CO's administrative management team.

### 5. Required Competencies:

#### 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 relationships.
- Communicating for impact.

#### Functional Skill Sets:

- 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.

### 6. Job Requirements

#### Education:

- Bachelor Degree in Social Sciences, Development or related field. A Master's Degree in would be an added advantage.

#### Knowledge and Experience:

- Bachelor Degree plus 5 years or Master's Degree plus 2 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects.



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- Experience in the usage of computers and office software packages, experience in handling of web based management systems.
- Strong communication (verbal and written) skills.

**Languages:**

English and Local languages proficiency both written and oral.

### **7. How to apply**

Interested Applicants of Iraqi nationality **only** should complete their Personal History (P.11) form, which can be downloaded from the.

[http://www.uniraq.org/index.php?option=com\\_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en](http://www.uniraq.org/index.php?option=com_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en).

Kindly forward your completed P11 to the email address [vacancy.iraq@unfpa.org](mailto:vacancy.iraq@unfpa.org) indicating the Vacancy Number and the Post Title in the e-mail's subject, before the deadline of **13 June 2017**.