![UNFPA logo]

JOB DESCRIPTION

Official Job Title:	**Programme Analyst Duty Station:** **Kiribati**
Grade (Classified)	**NOB** CCOG: **1.A.11**
Post Number:	**00091197**
Post Type:	☐ **Rotational** ☒ **Non-Rotational**
Classification Authority:	**Date:**

1.   Organizational Location

The post of Programme Analyst is located in Kiribati as part of the UNFPA Pacific Sub-Regional Office.

Under the overall leadership and direction of the Director and Representative the incumbent will report directly to the Assistant Representative.

The Programme Analyst will perform an active role in contributing quality support and effective management to the sub-regional office team.

2.   Job Purpose

The Programme Analyst will substantively contribute to the effective management of UNFPA activities within delegated authority.

- Analyze and assess relevant political, social and economic trends and provide substantive input to project formulation, implementation, monitoring and evaluation, joint programme activities and national development framework within the duty station's portfolio;

- Provide policy advice and technical support in the effective delivery of the UNFPA Multi-Country Programme in Kiribati;

- Establish, maintain and strengthen application of systems and procedures to ensure that the Fund's country programmes are firmly placed in the context of the ICPD Programme of Action, national development processes, the global development agenda, the achievement of the MDGs, the process of United Nations reform and develop enhancements as necessary;

- Establish, maintain and strengthen collaborative professional relationships with government counterparts, multi-lateral and bi-lateral donor agencies and civil society to exchange knowledge and experience and address emerging issues;

- Influence national counterparts effectively and positively to jointly contribute to achieving UNFPA's mandate;

- Facilitate the work of consultants, advisors and experts;

- Supervises and coordinates programme support staff in Kiribati.

3.   Major Activities/Expected Results

Under the direct supervision of the Assistant Representative, the Programme Analyst will perform the following key roles;

Programme Development and Implementation
- Assist the Sub Regional Office (SRO) in the development and implementation of programme delivery in the duty station and provide in-country support in its operation activities;

- Conduct research on technical expertise on activities within the organizational area of geographical/thematic responsibility and prepare reports at the request of the Director and/or Deputy Director;

- Provide continuous monitoring and follow-up of all activities within the area of geographical/thematic responsibility, finalizing queries, questionnaires and summarize reports;

- Draft background project papers/briefing documents, proposals, statements, talking points and reports on the programme and operational issues related to the operations of the geographical desk; contribute to their review, collate and provide feedback in close consultation with SRO;

- Analyze, appraise and review incoming documents, correspondence to ensure quality and relevance of subject and themes;

- Monitor and report on reproductive health commodity security support and requirements, in country of assignment in close cooperation with the SRO;

- Monitor the implementation of tasks assigned to the country offices within the area of geographical responsibility and provide overall support to the office and staff management, participate in in-house reviews and meetings and coordinate the preparation of inputs to periodic and annual reports;

- Liaise between the duty station desk and other offices of UNFPA and UN sister agencies to obtain relevant information, feedback and advice to be directed to the SRO Director, Deputy Director and/or Assistant Representative;

- Assist in the preparation of national and regional events within the area of geographical and thematic responsibility;

- Monitor project expenditures and disbursements to ensure delivery is in line with approved budgets,

targeted delivery levels are realized, identify operational and financial problems, and develop solutions;

- Provide clarifications to the country offices on application of operational guidelines ensuring quality and compliance with procedures and requirements;

Knowledge Management
- Serve as Focal Point for particular thematic areas and keep abreast of new policy developments, best practices, strategies, national plans and development frameworks;

- Provide quality briefs, policy dialogue, inputs for technical assistance and liaise with SRO to assist in the sharing of knowledge for the development of programme in the thematic area;

- Analyze and interpret the political, social and economic environment relevant to UNFPA mandate and identify opportunities for UNFPA's involvement with capacity strengthening and appropriate intervention;

- Coordinate and maintain close communication with all organizational units on issues and activities related to the particular thematic area, including organization of trainings;

- Provide quality advisory services through research on policy-driven issues; synthesis of best practices and lessons learned; and support to policy development in collaboration with Governments and other strategic partners;

- Manage the initiatives undertaken by UNFPA, in conjunction with partners and agencies to improve the capacity to deliver support on population and reproductive health-related issues in the duty station;

- Address training needs of counterparts by establishing collaborative relationships with executing agencies, consultants, experts, government counterparts and other UN agencies aimed at improving their capacity to plan, deliver and evaluate programmes in area of UNFPA's mandate;

Resource Mobilization
- Develop partnerships with sister UN Agencies, government institutions, bi-lateral and multi-lateral donors, private sector, civil society based on strategic goals of UNFPA, country needs and donors' priorities;

- Identify, distill and document knowledge about current and emerging population and development trends, reproductive health and gender issues, by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in communications and planning;

- Analyze and research information on donors, prepare substantive briefs on possible areas of cooperation, identify opportunities for initiation of new projects, actively contribute to the overall office effort in resource mobilization.

- Support and work effectively in coalitions, networks ensuring the quality of programme/project design and incorporating lessons learned;

- Provide day-to-day support to the country offices and sub-regional office management needs and perform other duties assigned related to the programme support, the promotion of knowledge exchange and further strengthening of relations between UNFPA and its counterparts.

4. Work Relations

Internal Partners :
- UNFPA Asia Pacific Regional Office and Sub-Regional Office Programme and Technical team
- UNFPA Country Office Staff
- UNFPA Technical Network to ensure integrated programme and technical support to the country office
- UNFPA HQ Technical Specialists / Advisers

External Partners:
- UN Agency Staff at the regional and country level
- Implementing Partners at the regional and sub-regional level
- Government Officials and donors to exchange information
- INGOs, NGOs, institutes, consultants, technical experts on areas of UNFPA's mandate

5. Job Requirements

Education:
An Advanced(Master's) Degree in Management, International Development, Sociology, Economics, Demography, International Relations, Public Administration, Public Health, Medicine or related field is required

Knowledge and Experience:
- Minimum of Two (2) years of progressive responsible professional experience in a programme and national capacity development environment and/or international development;
- Experience in advocacy and knowledge management in the duty station and in international cooperation;
- Proven track record of team-work and ability to coordinate inter-agency collaboration;
- Sound knowledge of the social and cultural realities of the region and skills in interpersonal and cultural relationships;
- Strong research and analytical skills with field experience is an asset;
- Substantive knowledge and practical experience in population, reproductive and sexual health programming is strongly desired;
- Computer Literacy: Knowledge of MS Office packages and the Internet.

Required Competencies:
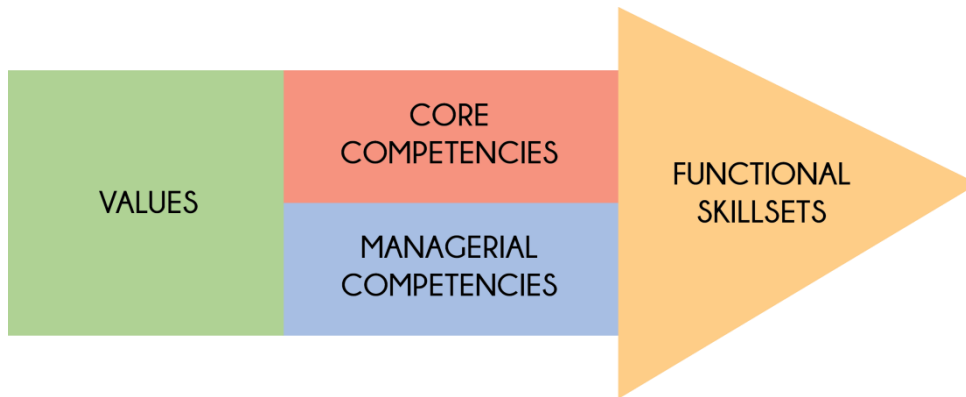
i) Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN system, Embracing cultural diversity, Embracing change

ii) 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

iii) Required 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:
- Fluency in English and the national language is a must;

Other Desirable Skills:
- Initiative, strong conceptual and analytical abilities, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.
- Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies and procedures
- Ability to work well within a team and familiarity with United Nations working modalities, in particular UNFPA and non-governmental organizations will be an asset.

6.   Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	**<Enter Incumbent's Name Here>**
	<Date>
Immediate Supervisor's Name & Signature	**Assistant Representative**
	<Date>
Division Director's Name & Signature	**SRO Director or Deputy Director**
	<Date>