



## Programme Specialist

<b>Job title:</b>	<b>Programme Specialist</b>
<b>Level:</b>	<b>NOC</b>
<b>Position Number:</b>	<b>TBC</b>
<b>Location:</b>	<b>Samoa and Nauru</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed term</b>
<b>Rotational/Non Rotational:</b>	<b>Non Rotational</b>
<b>Duration :</b>	<b>One year (renewable based on performance)</b>

### The Position:

The post of Programme Specialist is located in one of the field offices of the UNFPA Pacific Sub-Regional Office (Samoa and Nauru) and reports directly to the Assistant Representative in Samoa, and the Programme Specialist in Nauru.

S/he receives input from the Programme Management Team on the overall programme strategy to effectively deliver the Transformative Agenda programme. S/he is part of an interdisciplinary team, which provides integrated programme, technical and operational support within a system strengthening approach as a foundation for UNFPA's overall strategy for the Pacific, and in delivering the Transformative Agenda in partnership with DFAT for the period 2023-2027.

### How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's global Strategic Plan (2022-2025) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture UNFPA's strategic commitments on accelerating progress towards realizing the 1994 International Conference on Population and Development (ICPD) Programme of Action in the last Decade of Action to achieve Agenda 2030 including the SDGs. UNFPA Strategic Plan calls upon UN Member States, organizations, and individuals to "build forward better", while addressing the negative impacts of health pandemics and climate crises on women's and young people's access to sexual and reproductive health (SRH) and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### Job Purpose:

The Programme Specialist will support the implementation of interventions funded through the Transformative Agenda at the national and sub-national levels and to ensure that the agreed strategic interventions are implemented in the context of the 2030 Agenda, ICPD Programme of Action and UNFPA



Strategic Plan at the global level, the UN Pacific Strategy, UNFPA sub-regional programme at the regional level, and the national development agenda of the host country.

The position is expected to support close engagement with the Government line ministries, relevant civil society organizations and CBOs academic and research institutions, the local bilateral partners in country and international development agencies to ensure effective programme implementation as per the agreed strategic direction and work plan timeframe.

S/He supports the integrated Programme Management team in general by contributing to the analysis of political, social and economic trends, the formulation, management and evaluation of programme activities at a national level and the provision of integrated programme and operational support. The Programme Specialist will effectively manage the UNFPA activities with 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 Samoa or Nauru;
- 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, multilateral and bilateral 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;

### **You would be responsible for:**

#### **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;
- Provide continuous monitoring and follow-up of all activities within the area of geographical/thematic responsibility, finalizing queries, questionnaires and summarize reports;
- 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;
- Provide quality inputs to SIS reporting, support implementing partners to develop quality workplan progress reports, provide quality inputs to other UNFPA and donor reporting
- 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;
- Coordinate and lead quarterly meetings with implementing partners to support and closely monitor implementation, carry out monitoring missions to ensure programme quality
- 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;



- Support conducting research on technical expertise on activities within the organizational area of geographical/thematic responsibility and prepare reports at the request of the Director, Deputy Director;
- Monitor and report on reproductive health commodity security support and requirements, in country of assignment in close cooperation with the SRO;
- Assist in the preparation of national and regional events within the area of geographical and thematic responsibility;
- Provide clarifications to implementing partners and UNFPA programme finance staff on application of operational guidelines ensuring quality and compliance with procedures and requirements;
- Support drafting 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;
- Liaise between the country presence office 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;

#### **Knowledge Management**

- 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;
- Provide inputs to 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;
- Synthesis and sharing of best practices and lessons learned from implementing partners and UNFPA policy and programming experience;
- Contribute to the development of communications products and materials highlighting UNFPA and the Transformative Agenda programme results
- Serve as Focal Point for particular thematic areas and keep abreast of new policy developments, best practices, strategies, national plans and development frameworks;
- Support the analysis and interpretation of 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;
- Contribute to quality advisory services through research on policy-driven issues; and support policy development in collaboration with Governments and other strategic partners;

#### **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;
- Contribute to identification, distillation and documentation of 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;



- Contribute to analysis 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.

## Qualifications and Experience

### Education:

- An Advanced (Master’s) degree in Management, International Development, Sociology, Economics, Demography, International Relations, Public Administration, Public Health, Medicine or other related field is required.

### Knowledge and Experience:

- Minimum of five (5) years professional experience preferably in programme/project management in the public or private sector especially in International Development
- Substantive knowledge and practical experience in population, reproductive and sexual health and/or gender equality programming is strongly desired.
- Experience in advocacy and knowledge management in the duty station and in international cooperation;
- Sound knowledge of the social and cultural realities of the region.
- Strong research and analytical skills.
- Field experience is an asset.
- Familiarity with UN procedures and working methods, particularly with UNFPA’s agenda, policies and procedures, is highly desirable;
- Proficiency in MS Office Packages, database management and the Internet.
- Proven track record of team-work and ability to coordinate inter-agency collaboration;
- UN experience is desirable

### Languages:

Fluency in English is required. Fluency in the national language is a must.

## Required Competencies

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change.</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Promoting accountability and results-based management,</li> <li>• Innovation and marketing development and management,</li> <li>• Impact and influence, Organizational awareness,</li> <li>• Promoting organizational learning and knowledge sharing,</li> <li>• Advocacy/Advancing a policy-oriented agenda,</li> </ul>
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	<ul style="list-style-type: none"><li>• Leveraging the resources of national governments and partners/building strategic alliances and partnerships,</li><li>• Delivering results-based programmes;</li><li>• Internal and external communication and advocacy for results mobilization.</li></ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact.</li></ul>	

### Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.

### Disclaimer

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

### Notice:

UNFPA is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNFPA does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, abuse of authority and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks. Only shortlisted candidates will be contacted for the next phase of the selection process.