



Programme Specialist

Job title:	Programme Specialist
Level:	NOC
Position Number:	7696
Location:	Suva, Fiji
Full/Part time:	Full time
Fixed term/Temporary:	Fixed Term Appointment
Rotational/Non Rotational:	Non Rotational

The Position:

The post of Programme Specialist is located in Suva, Fiji as part of the UNFPA Pacific Sub-Regional Office (PSRO). Under the overall leadership of the Director & Representative and direct supervision of the Multicountry Programme Coordinator, the post substantively contributes to the effective management of UNFPA activities for Fiji, as outlined in the Seventh Pacific Multicountry Programme (MCP7). The Programme Specialist coordinates the Fiji country programme team that is responsible for in-country programming. The strategic support and coordination of implementing partners at both national and subregional level, who collectively contribute towards the effective implementation of UNFPA's mandate in Fiji, will also be a core responsibility of this role.

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 new 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.

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 coordinates the Fiji country programme team for in-country programming through implementing partners and coordinates with regional and global technical partners to ensure timely and relevant support to the Fiji implementing partners towards the effective implementation of PSRO programmes.

Programme support will be aligned to National Plans Policies/Strategies and UNFPA's Seventh Multi-Country Programme for the Pacific, to create an environment conducive to empowering women and girls, particularly young people, and those from marginalized groups, to make



informed choices about their sexual and reproductive health and protect their sexual and reproductive rights.

The primary roles of the Programme Specialist are:

- Programme Development and Implementation
- Knowledge Management
- Resource Mobilization & Accountability

You would be responsible for:

A. Programme Development and Implementation

- The Programme Specialist provides professional support to co-ordinate with the PSRO technical and programme team all relevant inputs for the implementation of Fiji programmes.
- The Programme Specialist guides and facilitates the delivery of programmes by monitoring results achieved in the implementation. He/she ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary and ensures relevant reporting to donors, as well as internal reporting processes.
- The Programme Specialist is expected to provide effective management of the agency programmes, analyzes and assesses relevant political, social and economic trends and facilitates project formulation and evaluation and joint programming initiatives.
- The Programme Specialist provides all necessary programmatic support for the governance of programmes. This includes the Project Steering Committee and the National Coordinating Committees of donor-funded projects, informed in close coordination with the relevant technical advisors and International Programme Coordinators.
- In the operational / administrative area, he/she delivers quality advice in administration and finance to implementing partners and sub-recipients and taking a client-oriented, results-focused approach to interpreting the rules, procedures, and guidelines in service of the country programmes, towards achieving the country level targets and objectives.

B. Knowledge Management

- The Programme Specialist facilitates the work of consultants, advisors and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bi-lateral donor agencies and civil society to address and manage emerging issues.
 - Advises and reports on achievement of programme and project results, proactively measuring substantive progress and the effective utilization of financial and human project resources using appropriate monitoring and measuring mechanisms and tools.
 - Creates and documents knowledge by monitoring and assessing programmes, projects and ongoing experience for lessons learned, best practices and replicable strategies and approaches and actively shares and applies this knowledge. Creates mechanisms to collect and share knowledge.
 - Analyzes population and development, reproductive health and gender issues in the country to provide substantive inputs to institutional responses and advocacy strategies taking into account political and social sensitivities. Takes opportunities to advocate and advance UNFPA's policy agenda by participating in public information events.



C. Resource Mobilization & Accountability

- Contributes to the resource mobilization strategy by analyzing info on potential donors, preparing substantive briefs and project proposals in line with donor priorities, creating feedback mechanisms and providing information on progress of donor funded projects. Identifies opportunities for cost sharing.
- Analyzes and reports on programme and project progress in terms of achieving results, using existing monitoring and evaluation tools and introducing new mechanisms and systems; identifies constraints and resource deficiencies and recommends corrective action. Monitors projects expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels.
- 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.
- Promotes advocacy and resource mobilization efforts at national level by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events.
- Assists in the preparation of financial reports, monitoring of programme budget expenditure and ensures financial transactions are in accordance with UNFPA financial rules and procedures.
- Implements corporate systems and applications in support of finance and human resource management and country office operations; Maintains continuous and accurate/up-dated flow of information between SRO, RO and HQ.
- Participates in both internal and external national meetings as required by the PSRO UNFPA Representative and Director.

Carry out any other duties as assigned by the supervisor or senior management team.

Qualifications and Experience

Education:

- An Advanced (Master's) Degree in public health, medicine, sociology, demography, economics, international relations, international development, public administration/management or other related field.

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 programming;
- 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;
- Computer Skills: Proficiency in MS Office packages and the Internet.



Languages:

Fluency in English is required. Fluency in local Pacific language is an advantage.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change.	<p>Functional Competencies:</p> <ul style="list-style-type: none">• Promoting accountability and results-based management,• Innovation and marketing development and management,• Impact and influence, Organizational awareness,• Promoting organizational learning and knowledge sharing,• 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.
<p>Core Competencies:</p> <ul style="list-style-type: none">• 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.	

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.