



RHCS Programme Analyst

Job title:	RHCS Programme Analyst
Level:	NOB
Position Number:	
Location:	Suva, Fiji
Full/Part time:	Full time
Fixed term/Temporary:	Temporary Appointment
Rotational/Non Rotational:	Non Rotational

The Position:

The post of RHCS Programme Analyst is located in Suva, Fiji as part of the UNFPA Pacific Sub-Regional Office and reports directly to the Technical Specialist (RHCS). The RHCS Programme Analyst will contribute to ensuring that a national contraceptive supply and a logistics management system is effective and efficient in the context of reproductive health commodity security (RHCS) in the 14 Pacific Island Countries

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 (2018-2021), 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 RHCS Programme Analyst will be part of the UNFPA PSRO Technical team, which provides integrated programme and technical support within a system strengthening approach fundamental to implementation of UNFPA Supplies program's overall strategy in the Pacific including:

Programme Management and Technical support

Coordinate the inputs to work plan development and implementation and quality of programming in accordance to UNFPA Supplies Program documents in the 14 PICT countries;

- Gather inputs and contribute to the preparation of work-plans, periodic narrative progress reports.
- Establish systems for project planning, implementation and monitoring, in collaboration with implementing partners.
- Monitor the allocation and disbursement of funds to implementing partners.
- Support technical development of UNFPA staff.
- Record and maintain documents on Programme activities, issues, and risks.



Advocacy, Knowledge Management and Communication support

- Document the program implementation process and products for UNFPA and contribute to the exchange of information and provide inputs to the development of knowledge products internally and externally
- Ensure compliance with UNFPA communications guidelines and support development of communications materials which support the achievements of the UNFPA Supplies Program. Coordinate advocacy events, trainings, workshops and knowledge products working closely in partnership with country staff.

Monitoring and Evaluation support

- Gather and compile all information necessary for monitoring and reporting on the UNFPA Supplies program from the planning to the evaluation stages;
- Monitor the implementation of activities and the expenditure of funds; conduct regular monitoring visits, as required;
- Draft and provide inputs to annual and quarterly reports; coordinate the submission of implementing partner financial and narrative reports;
- Carry out monitoring missions to sites of field implementation periodically
- Provide inputs from program activities and results to UNFPA Pacific Sub Regional Office reports

You would be responsible for:

The RHCS Programme Analyst will undertake the following duties in each of the 14 countries:

- Provide technical support to ensure the institutionalization of a sustainable national RH commodity supply and logistics management system.
- Contribute to the development and formulation of national policy and plan of action in the areas of RHCS in the 14 Pacific Island countries
- Ensure the consistent, secure supply of contraceptives in-country right up to service delivery level in the 14 Pacific Island countries
- Provide guidance required to strengthen and build national capacity in the use of management information to forecast the required contraceptives for the Ministries of Health in the 14 Pacific Island countries
- Provide evidence-based information in support of advocacy for contraceptive supplies and logistics management in the context of RHCS.
- Working with Ministries of Health to ensure appropriate location, orientation and resourcing of FP service provision in the 14 Pacific Island countries [adapted to effectively meet needs—including with broad method mix—of different population segments and able to reach underserved/marginalized groups
- Provide technical oversight for the development and implementation of a monitoring and supervision plan for the RHCS in each of the 14 Pacific Island countries.
- Facilitate effective partnerships for collaboration and dialogue on RHCS among donors, civil society organizations and government.
- Facilitate the leveraging of domestic resources to support the national contraceptive supply and logistics management system in the 14 Pacific Island Countries.
- Work with the 14 Pacific Island countries to develop country-level and sub-national RHCS strategic plans and provide technical support for implementation.



- Mentor/support to country level UNFPA staff and Government staff to conduct routine monitoring and supportive supervision of the Contraceptive Logistics Management System.
- Perform any other tasks as assigned by the Director PSRO, and /or Deputy Director PSRO.

Qualifications and Experience

Education:

- Minimum Master's Degree in field of Social Sciences, Health, Public Health, or in a related field with experience in the area of contraceptive logistic management is required.

Knowledge and Experience:

- Minimum of Two (2) years of professional experience in reproductive health/family planning or contraceptive logistic management or related field is required. At least 1-year experience in the area of RHCS and Supply Chain Management.
- Thorough understanding of the social, economic and political context of Pacific Island Countries is desirable.
- Possess good technical drafting and report/proposal writing skills and presentation and interpersonal communication skills.
- Be experienced in working with government institutions and donor organizations.
- Familiarity with issues related to demographic and health matters in developing countries;
- Knowledge of UNFPA programming processes, proposal/project development and monitoring and evaluation, and Programme management skills will be an asset
- Have a strong capability to communicate clearly and concisely in both oral and written English is required
- Willingness and capability to undertake duty travel.
- Have the ability to work under pressure.
- Have proficiency in Microsoft Office software applications.
- Experience and Training in Health Supplies Program Quantification is desirable

Languages:

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



Required Competencies

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change.	Functional Competencies: <ul style="list-style-type: none">• Analytical skills,• Planning, organizing and multi-tasking,• Strategically positioning UNFPA programmes,• Providing conceptual innovation to support programme effectiveness,• Generating, managing and promoting the use of knowledge and information;• Facilitating quality programmatic results• Providing a technical support system• Strengthening the programming capacity of implementing partners• Internal and External relations and advocacy for results mobilization.
Core Competencies: <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.