



Job Title: Research Analyst (National Officer)
Type of Contract: Service Contract SB-4 (at the level equivalent to NOA)
Organizational Unit: UNFPA Arab State Regional Office /ASRO
Duty Station: Cairo, Egypt
Duration: 1 year (Renewable subject to availability of funds and good performance)

UNFPA Objectives

The United Nations Population Fund (UNFPA) promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports programme countries, through its Country Offices, in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person is free of HIV, and every girl and woman is treated with dignity and respect.

UNFPA makes critical contributions to promoting the broader gender equality agenda at global, regional and country levels using the complementarities of SDGs and ICPD as the entry point. The intersection between the SDGs and ICPD provide UNFPA with a particular responsibility for some specific aspects of gender equality and given the Fund's expertise in this area in a number of countries, and within the context of the United Nations system collaboration and partnerships, UNFPA will continue making a significant contribution to furthering the resilience of women and girls, with specific focus on reproductive health and rights, within the areas of its comparative advantages and in response to country priorities and specificities. UNFPA adopts a human rights based approach to contribute as well as to capitalize on the demographic dividends to secure women's and adolescent girls' rights.

Organizational Setting

The Research Analyst post is located in the Arab States Regional Office (ASRO) of UNFPA, based in Cairo, Egypt. The incumbent works under the overall guidance of the Regional Director and the Deputy Regional Director and will handle two components

1. FGM coordination under the overall guidance of the regional advisor for Gender/Human rights with the direct supervision of the Programme specialist of Gender/Human Rights.
2. Research assistance under supervision of Technical Adviser Monitoring and Evaluation. S/He is part of an inter-disciplinary regional team, which provides high quality integrated technical, operational and programme support within a systems strengthening approach fundamental to UNFPA's overall strategy. The Research Analyst is expected to work closely with all units in ASRO in the identification of research gaps and provide support in all research related activities ensuring efficient implementation of research and data analysis processes. He/she will be expected to synthesis information from previous studies and experiences and document best practices to inform the work of ASRO.



The Research Analyst is expected to provide support to UNFPA-UNICEF Joint Programme on Female Genital Mutilation/Cutting (FGM/C) work jointly towards actively contributing to the accelerated abandonment of FGM/C, in specific areas of implementation within 17 countries, by 2012. The focus of the joint programme is to leverage social dynamics towards abandonment within selected communities that practice FGM/C. In December 2012, the 67th UN General Assembly adopted a new resolution, *intensifying global efforts for the elimination of female genital mutilations*.

Duties and Responsibilities

The incumbent of the position will carry out the following duties/tasks in both development and humanitarian contexts within the Arab Region, working closely with partners:

Research

1. Provide substantive support on research including database searches, summarize information and draft contributions to ASRO reports, papers, technical notes and publications;
2. Work with thematic leads to identify critical knowledge-gaps and or issues requiring more technical emphasis in the region i.e. Identify issues for research and analysis as it relates to UNFPA mandate areas including SRH, Gender Equality and Human Rights, Youth development and other related Population and Development issues. Support the development of research tools and ensure that data collected through research tool is complete, accurate and comprehensive by working closely with thematic leads and Advisors including any team of consultants hired for similar exercises
3. Support the analysis of data to provide disaggregated data for evidence based advocacy, informed policy and program design and implementation;
4. Provide technical support on the development of concepts for research including the development of abstracts of completed research work/studies.
5. Support producing policy briefs and research synthesis from UNFPA research products.
6. Develop an excel based database for tracking of key regional and global indices on UNFPA mandate areas e.g. ICPD, SDG Indicators per country in the region and provide regular updates
7. Support intellectual research discussion through expert group meeting, seminars, etc.

Programme Support (FGM/C)

1. Responsible for synthesizing and documenting the joint programme on FGM/C experiences, including through direct communication with regional and country

- offices, to feed into UNFPA thematic and other related reports and communications materials.
2. Provide technical support to the country offices' FGM/C focal points in the development of annual work plans to ensure human rights based approach and the measurable results;
 3. Support the improvement of the monitoring and evaluation exercises and practices of both the regional and country offices' FGM programmes;
 4. Provide technical support for knowledge development, management and sharing experiences, exchanges of skills and innovative ideas among the FGM regional programme and the country offices;
 5. Supports the regional FGM global programme's partners such as Faith Based Organizations, academic institutions, INGOs, NGOs, medical syndicates and regional bodies such as the Arab League and the African Union;
 6. Coordinates with UNICEF, WHO, UN Women and other relevant UN agencies across the region;
 7. Mainstream FGM within the GBV interventions, guided by SDGs, particularly SDG5, at regional programme and country offices where FGM is prevalent;
 8. Identify sources, gather and compile data and information for the preparation of documents, guidelines, speeches and position papers;
 9. Track work plan implementation on a regular basis and support the resolution of bottlenecks affecting the achievement of results;
 10. Prepare, as may be needed, evidence-based documentation on various issues for dissemination of findings internally within UNFPA and to other partners in relation to FGM within a wider context of gender equality and women's empowerment within the region
 11. Manage communication activities related to the FGM/C programme, including updating and informing UNFPA staff at HQ, regional and country offices level, regional and country levels on the programme's interventions and knowledge products, while also identifying innovative ways to communicate and disseminate newly created tools and resources to staff and relevant partners;
 12. Undertake all logistical, administrative and financial arrangements required for the organization of technical workshops, inter-agency meetings, panel discussions, roundtables, steering committee and other events organized by the Joint Programme;
 13. Draft for internal and external reporting processes, while working directly with FGM global Coordinator Office and Non-Core Fund Unit at HQ and outside partners, including for drafting, synthesizing as well as analyzing FGM/C annual reports as needed.
 14. Use Atlas to monitor the financial and substantive progress of projects under the Joint Programme ceiling, and maintain and update data on the Joint programme as input to the Regional Programme's project database;



CORE COMPETENCIES

1. Commitment to UNFPA's values and guiding principles
2. Developing People, Fostering Innovation and Empowerment, Performance Management
3. Team Work and Communication
4. Results Orientation and Commitment to Excellence
5. Knowledge Sharing and Continuous Learning

FUNCTIONAL COMPETENCIES

1. Conceptual innovation in the provision of technical support
2. Job Knowledge, Technical Expertise
3. Logistical support
4. Managing data, information and reports
5. Planning, organizing and multi-tasking
6. Research and data analysis

QUALIFICATIONS AND EXPERIENCE REQUIRED

1. Post-graduate university degree or equivalent in public health, social science, demography, statistics, gender, economics, etc. The graduate or post graduate degree should preferably include research or dissertation on FGM, SRH, Youth and population.
2. Two years working experience preferably with at least one year on Gender based Violence or FGM.
3. Proven experience in making quantitative and qualitative research
4. Proven ability to produce demonstrable results.
5. Strong verbal and written communications skills in English and Arabic languages.

How to apply:

This job advertisement has been posted at UNFPA /ASRO website, so please apply by following the application procedures at the following link;
<http://arabstates.unfpa.org/vacancies>

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.