



JOB DESCRIPTION

Official Job Title:	Programme Analyst/ Gender	Duty Station: Various
Grade (Classified)	NO-B	
Post Number:	16620	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	DHR Director	Date: May 2015

1. Organizational Location

The Programme Analyst is located in Egypt Country Offices (CO) and reports to the UNFPA Representative or Assistant Representative.

2. Job Purpose

The Programme Analyst substantively contributes to the effective management of UNFPA activities in the areas of gender and development (with focus on gender-based violence and harmful practices), reproductive health and population. S/he analyses and assesses relevant political, social and economic trends and provides substantive inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst guides and facilitates the delivery of UNFPA's programmes by monitoring results achieved during implementation. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

3. Major Activities/Expected Results

- In collaboration with Government counterparts, NGOs and other partners, contributes substantively to the formulation and design of the country programme and its component projects in line with Government priorities and according to UNFPA programme policies and procedures. Ensures quality of programme / project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Analyzes and interprets the political, social and economic environment relevant to population and development, reproductive health and gender, and identifies opportunities for UNFPA assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks, and prepares briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- 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.

- Helps create and document knowledge about current and emerging gender issues, population development trends and RH, by analyzing programme, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.
- Assists advocacy and resource mobilization efforts of Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in donor meetings and public information events.

4. Work Relations

The Programme Analyst facilitates the work of consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. S/he must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA's mandate. The SPA is a substantive contributor to the programme team in the Country Office.

Internal contacts include the Representative, Deputy Representative/ Assistant Representative, the CO's programme/ technical team. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

5. Job Requirements

Education:

Advanced degree in gender studies, population, professional development and/or other related social science field.

Knowledge and Experience:

Minimum of 5 years professional experience in the field of gender, development and population activities, preferably in Programme/ project management. Diversified working experience with government, research institutes, civil society and other counterparts.

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationship
- Communicating for impact

Managerial Competencies (if applicable):

- Providing strategic focus
- Engaging internal/external partners
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment

Functional 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 Arabic is required.

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	_____ <Enter Incumbent's Name Here> _____ <Date>
Immediate Supervisor's Name & Signature	_____ <Enter Supervisor's Name Here> _____ <Date>
Division Director's Name & Signature	_____ <Enter Division Director's Name Here> _____ <Date>