



## Programme Associate

<b>Job title:</b>	<b>Programme Associate (Field Operations and Training)</b>
<b>Level:</b>	<b>SB-3</b>
<b>Position Number:</b>	<b>00149455</b>
<b>Location:</b>	<b>Monrovia, Liberia (with extensive field visits)</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable subject to performance and availability of fund)</b>

### The Position:

The Programme Associate supports the design, planning and management of Liberia Population and Housing Census (LPHC) training intervention by managing data inputs, providing logistical support, monitoring implementation and following up on recommendations. S/He will report to the Representative through the Chief Technical Advisor.

### How you can make a difference:

The availability of reliable data for policy formulation and decision making has been a major concern to the Government of Liberia. UNFPA strategic focus is to support national capacities for data collection, analysis, dissemination and utilization. The Government of Liberia, through the Liberia Institute of Statistics and Geo-Information Services and with UNFPA support, has planned the conduct of the 2021 National Population & Housing Census (NPHC). This will be Liberia's first ever digital census exercise and migration from paper-based to electronic procedures will require a lot of training. There is a need for support to the various cascaded trainings and several field operations built into the census programme. Through this recruitment, UNFPA seeks to capacitate the Government in its endeavor for census data collection, analysis, dissemination and use.

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:



You will play an instrumental role in facilitating 2021 Liberia Population and Housing Census (PHC) training interventions and field operations.

You will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information, developing appropriate mechanisms and systems and ensuring compliance with procedures.

**You would be responsible for:**

- Prepare Liberia PHC training plan by compiling and analyzing information, including detailed budget breakdown in consultation with LISGIS and the relevant census expert
- Conduct training needs assessment and focus group discussions to identify areas and methods of training
- Assist in preparing selection criteria of participants for various training activities
- Develop an e-library of all 2021 PHC learning and capacity development related documents
- Conduct field testing to validate training materials and inform the finalization process of such materials
- Develop a preferred list of venues and other training service related facilities
- Responsible for timely provision of all training related logistics
- Develop monthly training calendars and update periodically
- Conduct quality assurance of 2021 PHC training activities
- Prepare monitoring tool for measuring performance and progress of training interventions
- Provide logistical support to census project training-related meetings, workshops and events, and guiding project personnel and staff on national execution and programme policies and procedures
- Assist in implementing knowledge management strategies to capture lessons learned and best practices; sharing these with management for future planning
- Manage the technical arrangements of the training, including engagement with training providers and partners and the development of training materials
- Liaise with training providers, partners and stakeholders to ensure entire curriculum coordination, good quality of the training content and successful delivery of the training programme
- Develop, review and modify training materials and other related products required for the successful delivery of the training sessions
- Facilitate the conduct of the training sessions and manage feedback sessions to ensure continuous improvements of the training sessions

**Qualifications and Experience:**

**Education:**

A degree in Population Studies/Demography, Sociology and any other relevant social science discipline.

**Knowledge and Experience:**



- Five years of relevant experience in Training Management and Capacity Development required.
- Experience in use of electronic devices in field data collection and real time transmission procedures, an asset
- Demonstrated extensive knowledge and experience of planning, management and field data collection activities in Liberia, a unique advantage
- Experience of mass data collection activities in nationally representative surveys and censuses in sub-Saharan Africa, an asset
- Experience of working with United Nations and/or international agencies, an asset
- Proficiency in current office software applications is required.

#### Languages:

Fluency in English.

#### Required Competencies:

<b>Values:</b> <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>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Advocacy/ Advancing a policy-oriented agenda</li><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 resource mobilisation</li></ul>
<b>Core Competencies:</b> <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 and applicable benefits as per UNFPA/UN staff rules.

#### Disclaimer:

##### **Please Note Well**

***This post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at <http://www.unfpa.org/help/hotline.cfm>***



## **HOW TO APPLY**

Candidates should submit their applications **indicating post and vacancy number**, attach an updated **CV**, and a completed **United Nations Personnel History Form P.11** obtainable from the UNFPA website at [www.unfpa.org](http://www.unfpa.org). **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO:** [ewatkins@unfpa.org](mailto:ewatkins@unfpa.org) with copy to [debashish@unfpa.org](mailto:debashish@unfpa.org).

The last date to receive applications is **16 December 2019**. UNFPA will only respond to applicants who will meet the stated job requirements.