



Field Programme Associate

Job title:	Field Programme Associate
Level:	SB-3
Position Number:	00163040
Location:	Greenville, Sinoe County, Liberia
Full/Part time:	Full-Time
Service Contract/Temporary:	Service Contract
Rotational/Non-Rotational:	Non-Rotational
Duration:	One year (renewable subject to performance and availability of fund)

The Position:

Under the overall guidance and supervision of the UNFPA Representative, and the direct supervision of the National Programme Specialist/ASRHR, the Field Programme Associate will on the overall provide technical support for UNFPA's response to sub-national level priorities related to UNFPA Mandate. He/She will specifically carry out the following duties and responsibilities:

How you can make a difference:

UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries 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's potential is fulfilled.

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 him/her and is committed to deliver excellence in programme results.

Job Purpose:

You will play an instrumental role in facilitating UNFPA's country programme and project implementation, supporting design, planning and management, in the areas of population and development, sexual reproductive health and rights and gender.

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:

Policy and Capacity Development

- In collaboration with all UNFPA Departments, the Field Programme Associate will review and update the progress report on the UNFPA Programme, including the checking and collection of information on achieved progress and the status of the programme implementation by implementing partners at the sub-national level;
- Coordinate with all Unit/Departments to ensure that all documents such as financial reports, work plan, progress report, evaluation reports, etc from the field/Counties are submitted in timely manner;



- Attend meetings, functions/events relevant to the UNFPA Mandate at the County level, such as County Development and Health Sector Coordination Meetings as well as provide administrative and technical support as required;
- Plan and carry-out monitoring and supportive supervision visits to UNFPA supported facilities and communities; including technical and logistical support for County-level monitoring and Joint Integrated Supportive Supervision;
- Provide support county level support and preparation, including contacting the relevant stakeholders and logistics in preparation for Central level missions and visits
- Support UN interagency collaboration and joint programming efforts in the field including joint planning and monitoring and evaluation;
- Ensure follow-up and provide necessary inputs on government requests for technical assistance in areas related to SRHR/other areas of UNFPA Mandate;
- Maintain UNFPA Presence in the field and provide substantive input into the UN County level
- Participate in Technical Groups related to UNFPA Mandate at key stages of the UN reform process and the UNFPA Country 5th Programme Cycle at field level;
- Guide and support implementing partners in the development of result-oriented program and work plans.

Programme Support

- Promote substantive and programmatic linkages between UNFPA-supported Programme interventions with efforts to promote women, young people's empowerment and gender equality, and prevention of early marriage, unwanted pregnancy and prevention/management of STIs and HIV/AIDS in the field;
- Assist in the Coordination and follow-up on the delivery of UNFPA Programme; Conduct field visits to assigned project sites and assess the achievement of project results;
- Support/Facilitate the inputs from the field on UNFPA Programme during joint review meetings and retreats. Prepares and makes inputs on status and progress reports including lessons learnt and recommendations; follow-up action plan on recommendations made.
- Organize visiting missions, and field trips, including timely preparation of required documentations;
- Assist in the development of materials for meetings, presentations and workshops;
- Compile, analyze, summarize data pertaining to the UNFPA Programme delivery in the field, and maintain records, documents and work plans for the monitoring of programme implementation as well as Audit;
- Assist in the organization of meetings with representatives of Implementing Partners involved in the implementation of UNFPA Programme at the field level;



- Support and provide inputs for the implementation the UN Joint Programs or Joint Field Presence well as attend/represent UNFPA at all UN Related meetings in the field;
- Prepare draft of correspondence regarding programme related issues in the Field; and
- Carryout any other tasks that may be assigned.

Qualifications and Experience:

Education:

Under graduate degree in Nursing, Midwifery, Physician Assistance, Public Health, Primary Health Care, or related health sciences, Project Management; with a maximum of three (3) years of relevant working experience.

Knowledge and Experience:

- Extensive knowledge of the SRHR situation and trends, and a thorough understanding of the social, cultural, economic and gender dimensions of Liberia;
- Familiarity with the UN system and/or experience working with an international organization is an advantage;
- Dedication to United Nations principles and demonstrated ability to work harmoniously within a team and with different nationalities;
- Able to work under minimum supervision;
- Demonstrate initiative and sound judgment and commitment to UNFPA mandate and mission
- Must be computer literate with expertise in Microsoft Office Suite (Word, Excel and PowerPoint)
- Fluency in oral and written standard English.

Languages:

Fluency in English

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"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and work flow • Planning, organising and multitasking • Supporting financial data analysis
<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 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment



Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance 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.

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. ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: hr.liberia@unfpa.org.

The last date to receive applications is 31 December 2020. UNFPA will only respond to applicants who will meet the stated job requirements.