



JOB DESCRIPTION

Official Job Title:	Programme Associate	Duty Station: Libya CO in Tunis
Grade (Classified)	GS-6	
Post Number:	00106980	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	DHR Director	Date: August 2017

1. Organizational Location

The Programme Associate is located in Libya Country Office (based in Tunis), and reports to UNFPA Programme Analyst of Libya CO (based in Tunis).

2. Job Purpose

The Programme Associate supports the planning and management of UNFPA's Libya Programme Framework 2016-2017 by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations.

The Programme Associate applies established systems and procedures and assists in creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to population and development, RH, Youth, and Gender issues. S/he is instrumental in facilitating programme/ project implementation using and developing appropriate systems and ensuring compliance with established procedures.

3. Major Activities/Expected Results

- Participates in formulation of component projects by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, drafts project work plans and prepares tables;
- Monitor projects activities, establishing & implementing mechanisms to assess achievement of results, participating in review meetings and preparing regular inputs to progress reports. Analyzes basic factors affecting achievement of results, & follows up on recommendations.
- In coordination with national counterparts and project personnel, guides routine implementation of assigned projects, coordinating delivery of project inputs, facilitate participation of national counterparts in training activities and study tours.
- Provides logistical support to projects by coordinating review meetings and project related workshops and events. Trains and guides IPs staff on national execution and procedures.
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination.
- Supports advocacy and resource mobilization strategy of CO by compiling and synthesizing relevant background material for use in discussions and public events. Maintains network of donor and public information contacts and provides assistance in organizing donor meetings and public events.

4. Work Relations

The Programme Associate maintains collaborative relationships with all CO programme and project staff. Internal contacts include the Assistant Representative, the Programme Specialist, the Programme Analyst, the CO's programme/ technical team, and the CO's administrative management team.

5. Job Requirements

Education:

Completed First level university degree.

Knowledge and Experience:

- Five years of relevant experience in programme/ project management.
- Proficiency in current office software applications and corporate IT systems.

Values:

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

Core Competencies:

- Achieve 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

Functional Skill Set:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

Languages:

Fluency in English and Arabic is required.

HOW TO APPLY:

Please submit a signed P11 (see attached) and a CV.

Send the P11 & CV to following email address: libyaco@unfpa.org

Closing date: 04 September 2017