



## Programme Officer

<b>Job title:</b>	<b>Programme Officer, Gender</b>
<b>Level:</b>	<b>SC7, SB4, Peg 1</b>
<b>Position Number:</b>	<b>00099238</b>
<b>Location:</b>	<b>Colombo, Sri Lanka</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Contract type:</b>	<b>Service Contract</b>
<b>Duration:</b>	<b>One year</b>

### **The Position:**

The Programme Officer assists in the analysis and assessment of relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA's programmes.

You will directly report to the National Programme and Policy Analyst – Gender and Women's Rights (NPPA – Gender and Women's Rights), and work under the overall guidance of Assistant Representative as part of the programme team

### **How you can make a difference:**

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 current 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:**

Working within the Sri Lankan environment, you will support the effective management of UNFPA activities in the area of Gender, Women's Rights and reproductive health. Through analysis and assessment of political, social and economic trends, you will contribute to project formulation, evaluation, joint programming initiatives and national development frameworks.

You will assist in monitoring results achieved during implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.



### **You would be responsible for:**

- Contributing in the implementation and monitoring of the country programme and component projects, by compiling and analysing information relevant to the UNFPA's role in the country, drafting project documents and work plans; and preparing tables and statistical data.
- Supporting the NPPA – Gender and Women's Rights in evaluating project and programme activities, establishing ways to systematically assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.
- Analyzing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks to be used by the NPPA – Gender and Women's Rights or the Country Office.
- Assessing implications of new policy developments and strategies on programme execution, and ensuring their integration.
- Exploring new and different ways of working, given the 'new normal' emerging from the COVID19 pandemic, for optimal achievements of the planned results.
- Establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning
- Assisting in advocacy and resource mobilisation efforts of the CO, by establishing and maintaining a network of donor and public information contacts at the technical level.
- Assisting with organising and conducting of donor meetings and public information events, including preparing relevant background material for these events.
- Contributing to the Country Office-wide initiatives, both programmatic and operational ones.
- Assisting with any other tasks assigned by UNFPA Leadership.

### **Qualifications and Experience**

#### **Education:**



Advanced degree in Gender, health, developmental studies, population, demography and/or other related social science discipline.

**Knowledge and Experience:**

- Up to two years professional experience in the field of development and population activities, with experience in programme/ project management is desirable
- Practical experience in design, monitoring and evaluation of development projects
- Experience using office software packages and web-based management systems.

**Languages:**

Fluency in English and Sinhala/Tamil is required.

**Required Competencies:**

<p><b>Values:</b></p> <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>	<p><b>Functional Competencies:</b></p> <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 results mobilisation</li></ul>
<p><b>Core Competencies:</b></p> <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 including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer:**

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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.