 صندوق الأمم المتحدة للسكان

**The UNFPA Country Office in Yemen Sana’a is looking to fill the post of:**

**Post Title: RH Programme Associate**

**Post Level: SB3**

The Programme Associate –Reproductive Health is located in the UNFPA Yemen Country Office in Sana’a and reports to Programme Analyst. The Program Associate – RH will be part of the RH team

and substantively and administratively contributes to the effective management of UNFPA activities

in the area of reproductive, maternal and newborn health.

**Job Purpose**

The Program Associate-RH facilitates the delivery of UNFPA programs by monitoring results achieved in the implementation. He/she ensures and facilitates the appropriate application of systems and procedures and develops enhancements if necessary. Applying results based management approach, he/she will facilitate the work of UNFPA implementing partners, consultants, advisors and experts maintaining collaborative relationships with counterparts in government, multi-lateral and bi-lateral donor agencies and civil society to address emerging issues.

**Duties and Responsibilities:**

**Program development**

* Contribute to planning and the development of result based IP AWPs that are aligned to UNFPA corporate strategies within the extant national context.
* Contribute to formulation of AWP performance indicators and setting of program milestones and targets to ensure effective monitoring of progress towards achievements of set program results

**Program implementation and monitoring**

* Monitor resources utilization by the assigned IPs and support the implementation, reporting and accountability for outputs and fund codes;
* Facilitate and support implementing partners in development of quarterly work plans and submitting financial requests and periodic reporting in accordance with UNFPA reporting formats and agreed timelines;
* Support IPs in reporting of achievements of program and project results to demonstrate progress towards set targets including documenting lessons learned and good practices;
* Contribute in the development of procurement and distribution plan for RH commodities including emergency reproductive health kits, monitoring their use and promoting rational use by service providers including facilitating on job training;
* Support IPs to ensure programmatic and financial documentation are done and ensure corrective measures are implemented where appropriate.

Partnership, resource mobilization, and advocacy

* Participate in relevant UN as well as national coordination forums such as RH Interagency Working Group and the Health Cluster to proactively provide input in furtherance of UNFPAs corporate mandate.
* Contribute to CO’s efforts in Resource Mobilization by supporting drafting of project proposals and donor reporting.
* Adapts processes and procedures, anticipates and manages operational requirements of program/ project inputs under national execution in terms of sub-contracts, equipment and supplies to facilitate program/ project delivery.

**Work Relations**

The Programme Associate will work closely with the RH Team members and collaborate with the operations and GBV teams.

**Minimum Qualifications**

**Education:**

A university degree or equivalent in business public health or equivalent, or other related field.

**Knowledge and Experience:**

* Six years of relevant experience in program/ project management preferably in a health related program
* Experience within UN is an asset.
* Computer literacy.

**Core Competencies:**

* 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

**Managerial Competencies:**

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

**Functional Skill Set:**

* Providing logistical support
* Managing data
* Managing documents, correspondence and reports

### People Skills

* Recognizes & responds appropriately to the ideas, interests & concerns of others; gives credit to the contributions of others;
* Establishes clear performance goals, standards & responsibilities; manages them accordingly;
* Promotes a learning environment; facilitates the development of individual and team competencies.
* Managing information and work flow
* Planning, organizing and multitasking
* Supporting financial data analysis

**Functional Competencies:**

* *Business acumen* – Applies the results of analysis and sound business judgment to make timely decisions by analyzing the environment, and identifying issues, opportunities, and risk factors. Actively keeps up-to-date with best business practices and provides quality control over projections.
* *Implementing management systems* – Leads implementation of corporate management systems and designs appropriate systems and applications in support of UNFPA’s programme and administrative operations by researching best practices, refining and enhancing existing systems and identifying and recommending remedial measures to address problems.
* *Client orientation* – Contributes to positive outcomes for the client, anticipating and addressing his/her needs and concerns. Uses discretion and flexibility in interpreting rules to meet client needs and seeks feedback on service provision. Creates an enabling environment for a smooth relationship between client and service provider.

**Languages:**

Fluency in English and Arabic is required.

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­­­­­­­­­­­­­­UNFPA offers an attractive compensation package commensurate with qualifications and work experience. UNFPA offers equal opportunities however; qualified females are strongly encouraged to apply.

Please send your application with covering letter including **P11 FORM:**

To: [yemen.vac@unfpa.org](mailto:yemen.vac@unfpa.org) or to UNFPA Address below:

UNFPA Hadda’a Street behind Lazourdi Hotel

P O Box 7272, Sana’a,

Deadline for applications: 01 January 2018

Please note that only short listed candidates will be considered and notified

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