

VACANCY ANNOUNCEMENT

Official Job Title:	Programme Analyst, Gender/GBV	Duty Station: Erbil, IRAQ
Adv. Number:	UNFPA/IRQ/18/06	Position Number: 00059477
Current Grade:	ICS-9 (NOB)	Duration: One Year (Renewable)
Contract Type:	Fixed Term Appointment	Date: 2 September 2018

1. Organizational Location

The Programme Analyst, Gender/GBV is located in Erbil and reports to the Humanitarian Programme Coordinator GBV.

2. Job Purpose

Under the guidance of the UNFPA Representative and direct supervision of the GBV Programme Specialist, the Programme Analyst is responsible for supporting the implementation of UNFPA's Programme on Gender/GBV as stipulated in the Country Programme. The Programme Analyst analyzes political, social and economic trends, leads the formulation, management and evaluation of programme activities within his/her portfolio, and provides policy advice both in humanitarian and development contexts.

The Programme Analyst works in close collaboration with the other Programme and Operations teams, staff in other UN Agencies and Government, technical advisors and experts, multi-lateral and bi-lateral donors and civil society organizations, ensuring successful UNFPA programme development and implementation.

3. Major Activities/Expected Results

- 1- Ensures formulation and implementation of programme strategies focusing on achievement of the following results:
 - Thorough analysis and research of the political, social and economic situation in the country and preparation of substantive inputs to various programming documents (Common Country Assessment, UN Development Assistance Framework, Country Programme Document, Country Programme Action Plan, Humanitarian Response Plan etc.).
 - Identification of areas for support and interventions within the UNFPA thematic areas assigned.
 - Preparation of evidence-based programme results framework.
- 2- Ensures effective management of the Country Office programme within UNFPA thematic areas, focusing on quality control from formulation to implementation of the country programme achieving the following results:
 - Effective application of Results-Based Management tools, and monitoring of results.
 - Translating UNFPA's priorities into local interventions. Support the CO in effective gender and GBV programme implementation with the implementing partners.
 - Work with partners to develop and finalize contribution agreements; determination of required revisions; coordination of the mandatory and budget re-phasing exercises, closure of projects through proper review exercises.
 - Financial and substantive budget formulations, budget revisions, monitoring and evaluation of the projects, identification of operational and financial problems, development of solutions. Participation in spot checks and audit of NEX projects.
 - Follow up on audit recommendations and ensure that all exceptions are timely reported.
 - Monitoring and analysis of the programme environment, timely readjustments in portfolio.
 - Regular preparation of aggregate reports on activities, outputs and outcomes and preparation of donor reports.
- 3- Ensures proper planning, implementation, monitoring and evaluation of all gender and GBV in emergency activities through:
 - Provision of data and situation analysis on the ground in close collaboration with partners.
 - Ensuring preparedness for GBV prevention and response.
 - Operational and programmatic supervision of GBV programme implementation.
 - Close monitoring of GBV humanitarian interventions to ensure UNFPA presence and successful service delivery.
 - Represent, as requested, UNFPA in GBV coordination and protection-related meetings.

- 4- Ensures provision of top quality policy advice services to the Government and UNFPA Senior Management and facilitation of knowledge/capacity building and management focusing on achievement of the following results:
- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals.
 - Development of policies and institutions that will address the country problems and needs in collaboration with the Government and other strategic partners.
 - Sound contributions to knowledge networks and communities of practice.
 - Organization of trainings for the operations/ projects staff on programme issues.
 - Facilitate knowledge/capacity building for partner organizations to ensure quality programme delivery.
- 5- Performs any other duties assigned by the supervisor and senior management.

4. Impact of Results

The key results have an impact on the success of country programme. In particular, the key results have an impact on the design, operation and programming of activities, ensuring UNFPA visibility and effective knowledge management.

5. Job Requirements

Education:

Master's degree in Social Science, Gender, Social Work or related field or Candidates holding a completed Bachelors' degree with two additional years of relevant work experience may be considered.

Knowledge and Experience:

- 3-7 years of field experience, including experience in GBV program management and GBV coordination.
- Experience in working in emergencies and conflict areas strongly preferred.
- Familiarity with standards and guidelines for GBV programming and coordination.
- Proficient in computer applications, especially with MS Word and MS Excel, MS PowerPoint a plus.

Languages:

- English and Arabic proficiency both written and oral.

6. Required Competencies:

Core Competencies:

- Commitment to the organization and its mandate.
- Valuing diversity.
- Performance management.
- Fostering innovation and empowerment.
- Communication information and ideas.
- Conflict management/Negotiating and Resolving Disagreements.
- Analytical and Strategic Thinking.
- Knowledge sharing continuous learning.

Functional Competencies:

- Influencing the public policy agenda.
- Achieving results through programme design and innovative resourcing strategies.
- Building strategic alliances.
- Fostering innovation in others.
- Developing strategy at country level.
- Expert knowledge of own discipline.

7. How to apply:

Interested Applicants of Iraqi nationality only should complete their Personal History (P.11) form which can be downloaded from:

http://www.uniraq.org/index.php?option=com_k2&view=itemlist&layout=category&task=&id=&Itemid=625&lang=en

Kindly forward your completed P11 to the email address vacancy.iraq@unfpa.org indicating the Vacancy Number and the Post Title in the e-mail's subject, before the deadline of **16 September 2018**.