

## VACANCY ANNOUNCEMENT

<b>Official Job Title:</b>	Programme Associate	<b>Duty Station:</b> Baghdad, IRAQ
<b>Adv. Number:</b>	UNFPA/IRQ/18/10	<b>Position Number:</b> 00059072
<b>Current Grade:</b>	G7	<b>Duration:</b> One Year (Renewable)
<b>Contract Type:</b>	Fixed Term	<b>Date:</b> 27 October 2018

### 1. Organizational Location

The Programme Associate is located in the Iraq Country Office in Baghdad and reports to the Programme Specialist.

### 2. Job Purpose

The Programme Associate supports the design, planning and management of UNFPA's country programme 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 the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to population and development, reproductive health and gender issues. S/he is instrumental in facilitating programme/ project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

### 3. Major Activities/Expected Results

- Participates in the identification and formulation of the country programme and component projects by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, drafts project documents and work plans and prepares tables and statistical data.
- Evaluates project and programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- In coordination with national counterparts and project personnel, guides routine implementation of assigned projects, coordinating delivery of project inputs, ensuring participation of national counterparts in training activities and study tours.
- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. Trains and guides project personnel and staff on national execution and programme policies 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 the CO by compiling and synthesizing relevant background material for use in discussions and public events. Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events.

### 4. Work Relations

The Programme Associate maintains collaborative relationships with all programme and project staff at the Iraq CO. 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 Secondary Level Education required. First level university degree desirable.

### **Knowledge and Experience:**

- Seven 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 are required.

## **6. 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](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](mailto:vacancy.iraq@unfpa.org) indicating the Vacancy Number and the Post Title in the e-mail's subject, before the deadline of **27 October 2018**.