



Job Description

Job title:	Programme Assistant, Youth
Contract type:	National Individual contract
Post level:	Equivalent to G5
Duty Station:	Erbil, Iraq
Contract duration:	3 months
Closing Date:	29 September 2022

The Position:

The Consultant will work under the overall supervision of the Programme Analyst, Youth.

The consultant will provide administrative and essential programmatic support for implementing the youth projects under the UNFPA country program 2020-2024.

Duties and responsibilities:

- Assist the Youth Analyst with preparing for and conducting regular monitoring visits and meetings with the stakeholders and IPs.;
- Support the programme associate and the youth analyst with office filing and archiving system related to the youth programme portfolio.;
- Identify sources, and gather and compile data and information for the preparation of documents, guidelines, speeches and position papers;
- Upon the request from the youth analyst to follow-up with the counterparts from UNFPA IPs to ensure the timely delivery on the agreed tasks.
- Assist the youth analyst in preparing documents for procurement and further coordinate with the operation team its implementation.
- Prepare minutes and reports on any events focused on youth.
- Assemble briefing materials and prepare power-point and other presentations for the technical and programme team members;
- Assist in writing narrative reports on the implementation of youth projects.
- Support the youth analyst with workplan and project budget revisions when necessary, and support regular monitoring of youth projects expenditures.
- Contribute to analysing resource mobilization environment with regard to youth activities, identify opportunities for resource mobilization, assist in drafting proposals and follow up on their implementation;
- Carry out any other duties as may be required by the Programme Analyst or senior management.



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 new 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.

Qualifications and Experience:

- Completed Secondary Level Education required. First level university degree desirable.
- 3-5 years of relevant experience in programme/ project management.
- Previous experience in the UN an advantage;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc.;
- Good writing and communication skills;
- Demonstrated ability to work in a team environment
- Proficiency in current office software applications and corporate IT systems.
- Excellent writing skills and fluency in English, Arabic and Kurdish language.

Payment modality:

UNFPA will pay to the consultant on monthly basis as per agreement on submitting satisfactory work.

Reporting:

The consultant will submit monthly reports to the supervisor

How to Apply:

Kindly forward your completed CV or P11 to the email address vacancy.iraq@unfpa.org indicating the Post Title in the e-mail's subject, before the deadline of **29 September 2022**.