



## JOB DESCRIPTION

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Official Job Title:	Programme Associate on Reproductive Health and Youth
Duty Station:	UNFPA Moldova CO, Chisinau, Republic of Moldova
Post Type	Programme funded post (regular resources)
Position Level	Service Contract: Service Band 3, Quartile 2 (SB3.2)
Starting Date	01 May 2015
Duration of the contract	1 year (with possibility of extension)

### 1. Organizational Location

The post is located in the UNFPA Office in the Republic of Moldova, Programme Department.

### 2. Job Purpose

Under the overall guidance of the UNFPA Representative, and direct supervision of the UNFPA Programme Analyst on Reproductive Health and Youth, the UNFPA Programme Associate supports the implementation, management, monitoring and evaluation of Reproductive Health/Youth component of the UNFPA Country Programme (CP), by providing programme and logistical support, managing and updating data inputs, assisting in the formulation of activities, assisting in programme implementation, monitoring and following up on recommendations and establishing collaborative relationships with implementing partners, experts, government counterparts and other UN Agencies in the Republic of Moldova.

The Programme Associate applies established system and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to reproductive health and youth issues. He/She 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

- In coordination with UNFPA Programme Analyst on Reproductive Health and Youth, the Programme Associate facilitates implementation of the Reproductive Health and Youth component under the UNFPA Country Programme and the respective components under other non-core sponsored projects by establishing and maintaining collaborative relationships with the implementing partners, experts, government counterparts and other UN agencies; drafts programme documents, work plans, reports, and prepares tables and statistical data.
- 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.

- Calculates budget estimates and reconciles expenditure against budgetary allocations under work plans, displaying attention to detail in verifying financial data.
- Supports the implementation of UNFPA Regional initiatives on Youth and HIV.
- Provides logistical support to NEX projects by coordinating review meetings and other project related workshops and events of the Implementing Partners.
- Provide inputs and assistance to the monitoring and evaluation process of programme activities by participating in field visits, review meetings and evaluation missions and providing inputs to progress and final reports.
- 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 Reproductive Health and Youth component by compiling and synthesizing relevant background material for use in discussions and public events.
- Supports the activity of the other colleagues in the office ensuring the programme cohesion and synergy and pursuing integrated approach in project implementation.
- Performs any other activities as required by the CO management.

#### **4. Work Relations**

Under the overall guidance of the UNFPA Representative, the UNFPA Programme Associate reports to the UNFPA Programme Analyst on Reproductive Health and Youth and maintains collaborative relationships with all programme and office staff.

#### **5. Job Requirements**

##### **Education:**

- University degree in social science, public health, management, and/or other related areas.

##### **Knowledge and Experience:**

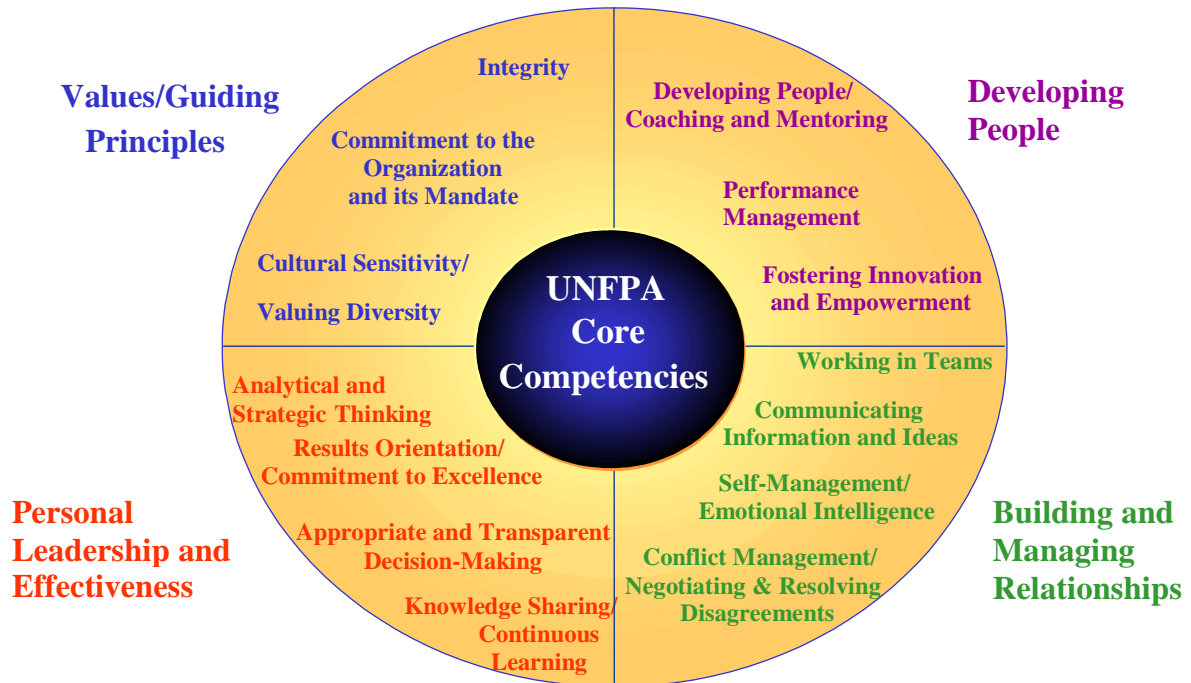
- At least four years of relevant experience in programme/ project management. Experience in project management in health and/or youth areas will be considered as an advantage.
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO, or previous experience with UN Agencies is a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

##### **Language Requirements:**

- Fluency in both oral and written English and Romanian is required. Knowledge of Russian would be an asset.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

**Required Competencies:**

**Core Competencies:** See the Diagram Below



**Functional Competencies:**

- *Results-based programme development and management* – Contributes to achievement of results through primary research and analysis and effective monitoring of programme/ project implementation. Uses analytical skills to identify opportunities for project development and participates in formulation of proposals ensuring substantive rigour in the design and application of proven successful approaches.
- *Innovation and marketing of new approaches* – enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.
- *Leveraging the resources of partners/ Building strategic alliances and partnerships* – Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and to share information. Analyzes selected materials for strengthening strategic alliances with partners and stakeholders.
- *Resource mobilization* – Provides inputs to resource mobilization strategies analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors.

**6. Signatures/Certification:**

<b>Incumbent's Name &amp; Signature (If Applicable)</b>	<hr/> <b>&lt;Enter Incumbent's Name Here&gt;</b> <hr/>
	<hr/> <b>&lt;Date&gt;</b> <hr/>
<b>Immediate Supervisor's Name &amp; Signature</b>	<hr/> <b>&lt;Enter Supervisor's Name Here&gt;</b> <hr/>
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<b>UNFPA Representative's Name &amp; Signature</b>	<hr/> <b>&lt;Enter Division Director's Name Here&gt;</b> <hr/>
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