



## **Programme Analyst, Adolescents & Youth, NO-B**

### **Job Description**

#### **The Position:**

The Programme Analyst, Adolescent & Youth position is located in the Country Office of UNFPA in Harare. Under the direct supervision of Programme Specialist, Adolescents & Youth, the Programme Analyst is responsible for the development and implementation of effective programme strategies aimed at meeting the deliverables set out in the Country Programme Plan. These include; implementation, coordination and monitoring of programme activities across the country in the areas of Adolescents and Youth Sexual Reproductive Health and Rights (AYSRHR), Youth Empowerment, Social Economic Empowerment, HIV, Social Innovation and Behavioural Change, and sustainable livelihoods issues in both humanitarian and development settings.

The Programme Analyst, Adolescents & Youth provides technical delivery in programming, implementation, stakeholder relations, knowledge management, M&E and efforts towards delivering the CPD and accelerating attainment of the transformative results of UNFPA in the Country. S/he provides support for various functions of the CO and maintains collaborative relationships with all staff and teams in the CO.

#### **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 (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. The transformational journey mapped out in the Strategic Plan leads to 2030 and the achievement of universal access to sexual and reproductive health and reproductive rights. Emerging trends inform the plan, new and expanded priorities add to longstanding commitments, and "how we work" is changing.

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.

#### **Job Purpose:**

The Programme Analyst substantively contributes to the effective management of UNFPA activities in the areas of Adolescents and Youth Sexual Reproductive Health and Rights (AYSRHR), Youth Empowerment, Social Economic Empowerment, HIV, Social Innovation and Behavioural Change, and sustainable livelihoods issues in both humanitarian and development settings.



S/He analyses and assesses relevant political, social and economic trends and provides substantive inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst guides and facilitates the delivery of UNFPA's programmes by monitoring results achieved during implementation. S/He ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

The Programme Analyst facilitates the work of consultants, advisors and experts and establishes and maintains collaborative relationships with counterparts in government, multilateral and bi-lateral donor agencies and civil society to address emerging issues. S/He is expected to effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA's mandate. The Programme Analyst is a substantive contributor to the programme team in the Country Office. The Programme Analyst is accountable for ensuring the proper disbursement and absorption of funds to implementing partners.

### **Responsibilities:**

The Programme Analyst, Adolescents & Youth will be responsible for:

#### **A. General Programming**

- In collaboration with Government counterparts, CST advisers, NGOs and other partners contribute to the formulation and design of the country programme and its AWP's in line with Government priorities and according to UNFPA programme policies and procedures. Ensure quality of programme/project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Analyze and report on programme and project progress in terms of achieving results, using existing monitoring and evaluation tools and introducing new mechanisms and systems; identify constraints and resource deficiencies and recommend corrective action. Monitor projects expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels.
- Expedite and coordinate project implementation establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies facilitating timely and efficient delivery of project inputs and addressing training needs of project personnel.
- Help create and document knowledge about current and emerging trends and issues, by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.

#### **B. Technical Expertise/Management:**

- Analyze and interpret the political, social and economic environment relevant to youth and identify opportunities for UNFPA assistance and intervention. Keep abreast of new policy developments and strategies by analyzing policy papers, strategy documents, national plans and development frameworks and prepare briefs and inputs for policy dialogue, technical assistance coordination and development frameworks.



- Participate in relevant national and sub-national fora, enhancing UNFPA mandate on youth and work to ensure that technical issues are incorporated in national development plans and frameworks.
- Address policy issues and provide substantive inputs to facilitate policy dialogue and the central positioning of youth issues within policies, national plans and strategies, UN system initiatives, and development frameworks in national and development partners' coordination mechanisms in line with the new aid environment.
- Advise and Report on interdependencies/interlinkages between UNFPA programme components (i.e. population and development, SRH, ASRH, HIV and gender).
- Contribute to implementation of national community health strategy by strengthening prevention and referral systems of ASRHR and empowerment of Adolescents and Youth.
- Ensure increased availability and use of technical information to improve data collection, analysis, and use; with special attention to recent developments in analysis of data from censuses, surveys, statistics, etc.
- Create substantive knowledge of youth issues in the country, assess technical assistance needs in these areas and advise on the suitability of programmes and related interventions to meet these needs.
- Participate actively in appropriate UN coordination mechanisms (e.g. Joint UN Teams) and support and contribute to all joint programmes/activities among the UN agencies.

### **C. Advocacy and Resource Mobilization**

- Assist advocacy and resource mobilization efforts of Country Office by preparing relevant documentation (i.e. project summaries, conference papers, speeches, donor profiles, and participating in donor meetings and public information events).
- Develop factsheets, briefing materials, infographics, and presentations for public information, advocacy and resource mobilization purposes.
- Prepare project proposals and share information about UNFPA tools for co-financing and funding.
- Build strong technical and programme multi-sectoral partnerships for advocacy for ICPD agenda through national institutions, networks, alliances and coalitions. Monitor and keep updates on existing and potential partnerships. Follow through and ensure that recommendations and action points agreed to are addressed.

### **D. Funds Management**

- Prepare and manage relevant budgets.
- Monitor expenditures to ensure delivery is in line with approved budgets and to realize targeted delivery levels.
- Ensure the timely and accurate reporting of financial information.
- Raise requisitions for relevant travels and procurement under the e-procurement module in Atlas.
- Manage assets that have been procured by the UNFPA and supplied to the implementing partners; ensuring that they are put to proper use (Form C).

### **E. General Support**

- Stand-in for other team members on selected functions as may be required.
- Carry out any other duties as may be required by UNFPA leadership.



## **Qualifications and Experience:**

### **Education:**

- Master's Degree in political sciences, social policy, public health, social mobilization, business administration, international relations or other related fields.

### **Knowledge and Experience:**

- At least 2 years of programme experience in the field of development activities, preferably in programme/ project management.
- Significant experience in the field of Adolescents and Youth development and SRHR/GBV integration
- Excellent interpersonal, communication, negotiation, and managerial skills required. Self-starter, proactive, passion for the issues.
- Proven ability to develop and implement effective resource mobilization strategies and campaigns.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling web based management systems.
- A thorough understanding of the UN system in general, and especially UNFPA mandate, its policies and operations and current development topics and political issues in Zimbabwe will be an added advantage.
- Demonstrated ability to work in a team

### **Languages:**

Fluency in oral and written English is required. Working knowledge of another UN Official Language, an asset.

### **Required Competencies:**

#### **Values:**

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

#### **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.

**Functional Skill Set:**

- Advocacy/ Advancing a policy-oriented agenda,
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships,
- Delivering results-based programmes,
- Internal and external communication and advocacy for results mobilization

**UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity.

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**DISCLAIMER:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>