



JOB DESCRIPTION

Official Job Title:	Programme Associate	Duty Station: Kathmandu
Grade (Classified)	GS-7	CCOG: 2.A.11
Post Number:	New	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:		Date: 26 May 2016

1. Organizational Location

The Programme Associate is located in the Nepal Country Office (CO) and reports to the Programme Specialist. The Programme Associate provides support to the Reproductive Health, Gender and Population & Development teams.

2. Job Purpose

The Programme Associate provides programme support to Reproductive Health, Gender and the Population & Development teams.

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, 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 assists Gender and P&D teams in preparation of Annual Work Plans, project documents and budgets by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, I/NGOs and professional bodies, and prepares tables and statistical data.
- Regularly evaluates implementation of programme activities, fund utilization, procurement plan and Technical Support plan by 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.
- Provides support to program officers in coordinating with implementing partners to submit accurate AWP progress reports and FACE forms in a timely manner

- Coordinate the review and finalization of inputs for financial reports for donors
- Contribute to oversight functions related to NEX;
- 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 administrative and logistical support in 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 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:

- 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

Languages:

- Fluency in English and Nepali is required.

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	<hr/> <Enter Incumbent's Name Here>
	<hr/> <Date>
Immediate Supervisor's Name & Signature	<hr/> Vacant
	<hr/> <Date>
Division Director's Name & Signature	<hr/>  Giulia Vallese, Representative
	<hr/> <Date>