



JOB DESCRIPTION

Official Job Title:	National Programme Officer – Sexual and Reproductive Health
Duty Station:	Kathmandu, Nepal
Grade (Classified)	NOB CCOG: 1.L05.a
Post Number:	00056586
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational

1. Organizational Location

The National Programme Officer – Sexual and Reproductive Health will be located at the UNFPA Country Office in Kathmandu, Nepal. He/she will work under the overall supervision of the Assistant Representative, SRH

2. Job Purpose

The National Programme Officer – Sexual and Reproductive Health will be responsible for ensuring quality technical inputs into the country programmes in order to ensure efficient and effective implementation of the activities under the SRH component and other related outputs. He/she will assist in influencing counterparts from diverse backgrounds to jointly contribute to advance the ICPD Programme of Action.

3. Major Activities/Expected Results

A. **Technical support and capacity development**

- Explore international good practices/concepts and provide new ideas and areas of innovation in SRH programming and reporting, and provide capacity building support to UNFPA personnel and partners.
- Support relevant Ministries in developing, updating and implementing national policies, strategies, guidelines, and operational plans and manuals relating to sexual and reproductive health
- Provide technical assistance to national counterparts in developing clinical protocols, guidelines and training packages in UNFPA priority areas, including family planning, safe-motherhood, adolescent sexual and reproductive health, reproductive health morbidities, STIs/HIV and health response to gender-based violence.
- Represent UNFPA on RH related technical issues in national health sector fora, including participation in various technical advisory groups and relevant interagency task teams.
- Provide technical inputs to SRH programmes implemented at national, regional and district level, including as they relate to RH issues in humanitarian setting.
- Advise and review appropriateness of requests for procurement of services and goods in the SRH area. Provide technical specifications and review/develop specifications of SRH equipment and medical supplies;
- Provide technical inputs for the effective implementation of Programmes, particularly in relation with the functions of a decentralized delivery of Reproductive Health Services as well as increasing demand for RH services especially among socially excluded populations;

- Integrate district experiences and lessons learned in policy and advocacy with central level partners and vice-versa; and
 - As required support the sub regional/district officers to:
 - Identify training needs of health service providers on RH;
 - Assess expansion and strengthening of SRH services in programme districts;
 - Identify areas for improvements to the RH service delivery systems of the Government and suggest ideas for strengthening the system;
 - Obtain relevant information and evidences from the field for central level decisions and policy advocacy;
- B. Environmental scanning**
- Identify opportunities and entry points to – 1) leverage national resources for ICPD; 2) integrate UNFPA support within national systems and processes; and 3) engage in strategic partnerships with other External development partners to advance ICPD; and
 - Scan and assess programmes of other actors to identify gaps and build synergies to advance the ICPD Agenda.
 - Identify opportunities, constraints and challenges and recommend necessary actions;
- C. Advocacy and partnerships**
- Support advocacy efforts and influence government and non-governmental counterparts (including UN agencies and bilateral organizations) to advance UNFPA mandate;
 - Strengthen partnership and collaboration with GoN agencies through effective communication and coordination;
 - Establish, maintain and utilize a broad network of contacts to keep abreast of developments and to share information; and
 - Prepare and communicate relevant information for evidence-based advocacy, including documentation and sharing of lessons learnt, from implementation of projects at national and below-national level, to guide scale up of effective SRH interventions.
- D. Monitoring, evaluation, reporting and knowledge sharing**
- Ensure timely preparation and submission of relevant technical reports and provide inputs into AWP progress reports and other office reports as required;
 - Support strengthening of CO monitoring and evaluation systems;
 - Participate in and contribute to the knowledge sharing events at CO and field offices; and
 - As applicable, implement monitoring plan, trip report recommendation and project evaluation recommendations.
 - Appraise technical proposals submitted to UNFPA and make recommendations to the Country Office for course of action.

Perform any other duties as requested by the Supervisor and the UNFPA Management team.

4. Work Relations

Internal: UNFPA Country Office Programme and Operations Teams; UNFPA Asia and Pacific Regional Office, Bangkok, relevant Divisions of UNFPA HQ.

External: Government agencies/ Implementing Partners, UN agencies/UNDAF Outcome Working Groups, donors, international technical agencies

5. Job Requirements

Education:

Advanced university degree in public health or medicine.

Knowledge and Experience:

- At least two years relevant professional experience in managing SRH or health programmes
- Experience in policy advocacy, documentation, development of national strategies, protocols and training packages.
- Good understanding of the Nepal Government's population related policies, laws, policy making processes and the ability to establish and maintain effective working relationships with the relevant Government partners and other stakeholders

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 relationship
- Communicating for impact

Managerial Competencies:

- Providing strategic focus
- Engaging internal/external partners
- Leading, developing and empowering people/ creating a culture of performance
- Making decisions and exercising judgment

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 oral and written English and Nepali

Other Desirable Skills: Data analysis skills; policy analysis and implementation