

Official Job Title:	Programme Analyst, Gender
Duty Station:	Kathmandu
Grade (Classified):	NO-A
Post Number:	00012766
Date:	November 2015

1. Organizational Location

The Programme Analyst is located in the UNFPA Nepal Country Office (CO) and reports to the Gender Programme Specialist.

2. Job Purpose

The Programme Analyst assists in the design, planning and management of UNFPA's country programme by analyzing relevant political, social and economic trends and providing inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst assists with programme/ project implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation.

3. Major Activities/Expected Results

- Participates in the identification and formulation of the country programme and component projects by compiling and analyzing information in the area of gender equality and women empowerment of UNFPA assistance to the Government, drafts project documents and work plans and prepares tables and statistical data.
- Prepare annual plans for the unit, prepare terms of reference and documentation for requests for proposals and support counterparts for timely implementation of activities and submission of financial and narrative reports
- Evaluates project and programme activities, 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. Analyzes factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- 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 relevant partners and provides assistance in organizing and conducting meetings and public information events.
- Analyzes and interprets the political, social and economic environment with a focus on gender equality and social inclusion (GESI), and identifies opportunities for UNFPA assistance and intervention. Keeps

abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks, and prepares briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.

4. Work Relations

The Programme Analyst maintains collaborative relationships with all programme and project personnel at the CO. Internal contacts include the Assistant Representative, the Programme Specialist, the Programme Analyst, and the CO's programme/ technical team. External contacts include Government counterparts, other UN agencies in country and other counterparts in Country programme activities.

5. Job Requirements

Education:

Advanced degree in **Gender and Development, Social Work** and/or other related social science field.

Knowledge and Experience:

At least two years of experience in the field of gender and development activities would be desirable.

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.