



JOB DESCRIPTION

Official Job Title:	Programme Associate	Duty Station: Male', Maldives
Grade (Classified)	SC-6	CCOG: 2.A.11
Post Number:		
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	Country Director	Date: January 2018

1. Organizational Location

The Programme Associate will be located in UNFPA Maldives Country Office in Male', and will report directly to the Assistant Representative.

2. Job Purpose

The Programme Associate supports the implementation and monitoring 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 the project. S/he is instrumental in facilitating project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. S/he also delivers quality financial and administrative services to internal and external clients mastering all relevant rules, guidelines, processes and procedures.

3. Major Activities/Expected Results

- 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 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 the delivery of project

inputs, ensuring participation of national counterparts in training activities and study tours.

- Provides logistical support to projects by coordinating review meetings and other project related workshops and events.
- Contributes to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination
- Supports the advocacy and resource mobilization strategy of the Country Office 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.
- Develops tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinates compilation of financial data and provides accurate and up-dated financial information to HQ on a continuous basis
- Reviews procurement requests and initiates procurement procedures for project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions. Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records

4. Work Relations

The Programme Associate maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include the Administrative and Finance Associate, the CO's programme/ technical team, and the CO's administrative management team.

5. Job Requirements

Education:

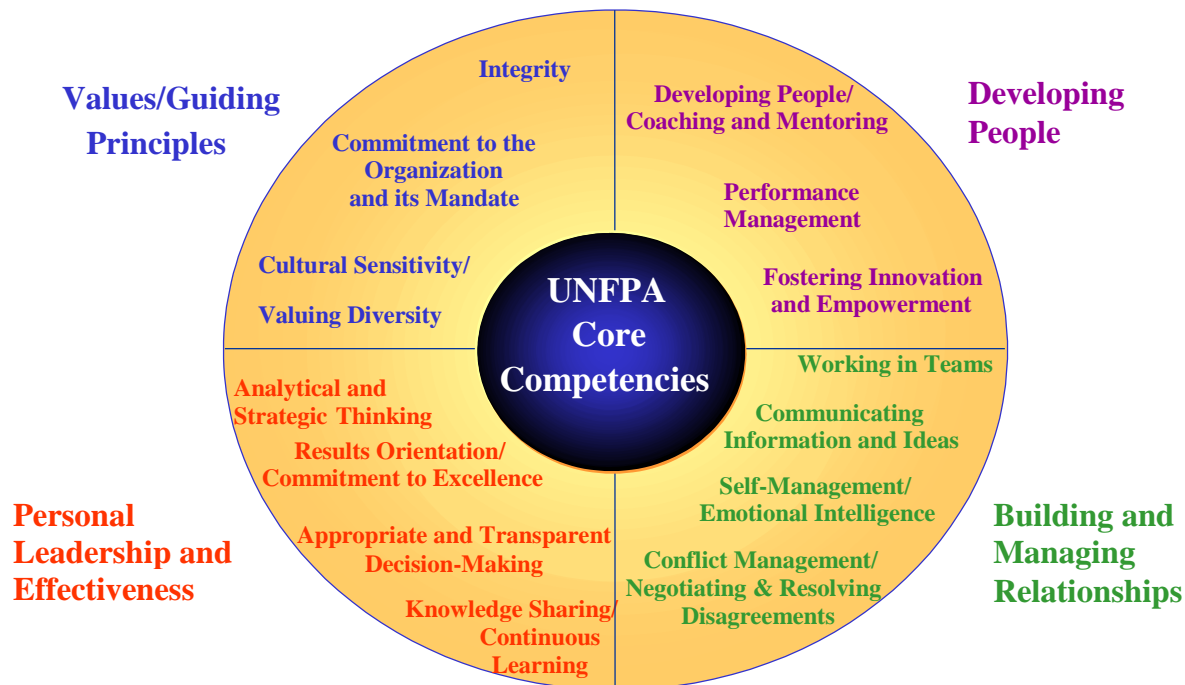
Completed Secondary Level Education required. First level university degree desirable.

Knowledge and Experience:

- Seven years of relevant experience in programme/ project management.
- Proficiency in current office software applications and corporate IT systems.

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.
- *Business acumen* – Independently gathers, analyses, and interprets data and information from a wide range of sources using appropriate analytical tools and professional

standards. Identifies warning signs based on financial analysis, probes for clarification or points of concern and presents findings.

- *Implementing management systems* – Maintains information/databases on system design features and develops system components. Makes recommendations relative to work-processing approaches and procedures which would lead to more efficient systems design.
- *Client orientation* – Establishes effective relationships with internal and external clients, actively supports the interests of the client and researches potential solutions to client needs. Organizes and prioritizes work schedule and addresses client needs and deadlines promptly and appropriately.

Languages:

Fluency in English, with excellent writing, analysis and communication skills and knowledge of Dhivehi language.

Other Desirable Skills:

Ability to work independently as well as in a multi-cultural team.