



Programme Associate

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| Job title: | Programme Associate (M&E) |
| Level: | G7 |
| Position Number: | 00195878 |
| Location: | Male, Maldives |
| Full/Part time: | Full-Time |
| Fixed term/Temporary: | Fixed Term |
| Rotational/Non Rotational: | Non-Rotational |
| Duration: | One year (renewable) |

The Position:

The Programme Associate supports the design, planning and management of UNFPA's country programme by managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations.

You will report to the Head of Office.

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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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's Seventh Country Programme Document (2022-2026) for Maldives was approved by the Executive Board in February 2022. The Programme focuses on three key areas of intervention 1) end unmet need for family planning 2) end gender based violence and harmful practices against women and girls and 3) population and development. The proposed Country Programme is aligned with the United Nations Sustainable Development Corporation Framework (UNSDCF) (2022-2026).

UNFPA has partnerships with the government departments, UN agencies, INGOs and local NGOs, and research institutions.

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:

You will play an instrumental role in facilitating monitoring and evaluation of the UNFPA's country programme and project implementation, supporting design, planning and management, in the areas of population and development, reproductive health and gender.

You will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information, developing appropriate mechanisms and systems and ensuring compliance with procedures.

You would be responsible for:

- Participating in the formulation of the country programme and component projects, by compiling and analysing information relevant to the UNFPA's role in the country, drafting project documents and work plans and preparing tables and statistical data.
- Supporting the monitoring and evaluation of project and programme activities, establishing ways to assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports including through the UNINFO.
- Guiding routine implementation of assigned projects, in coordination with national counterparts and project personnel, coordinating delivery of project inputs; and ensuring participation of national counterparts in training activities and study tours.
- Providing logistical support to projects by coordinating project related meetings, workshops and events. Training and guiding project personnel and staff on national execution and programme policies and procedures.
- Supporting advocacy and resource mobilisation efforts of the CO, by establishing and maintaining a network of donor and public information contacts. Assisting with organizing and conducting donor meetings and public information events, including preparing relevant background material for these events.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning

Qualifications and Experience:

Education:

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

Knowledge and Experience:

- Seven years of relevant experience in programme/ project management. **A first-level university degree in combination with five years of qualifying experience may be accepted in lieu of the seven years of working experience.**
- Proficiency in current office software applications and corporate IT systems.



Languages:

Fluency in English and Dhivehi;

Required Competencies:

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| <p>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change | <p>Functional Competencies:</p> <ul style="list-style-type: none">• 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 mobilisation |
| <p>Core Competencies:</p> <ul style="list-style-type: none">• 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 | |

Compensation and Benefits:

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

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 the LGBTQIA+ community, 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. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - [click here to learn more](#).

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.