



## Programme Associate

<b>Job title:</b>	<b>Programme Associate</b>
<b>Level:</b>	<b>SB-3 (SC6/1)</b>
<b>Position Number:</b>	
<b>Location:</b>	<b>Male, Maldives</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year</b>

### **The Position:**

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

### **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 new strategic plan (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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 is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff/personnel who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

### **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.

### **You would be responsible for:**

- 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
- Carry out any other duties as may be required by UNFPA leadership.

#### **Qualifications and Experience:**

##### **Education:**

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

##### **Knowledge and Experience:**

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

##### **Languages:**

Fluency in English and Dhivehi, is desirable.



## Required Competencies:

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Advocacy/ Advancing a policy-oriented agenda</li><li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li><li>• Delivering results-based programmes</li><li>• Internal and external communication and advocacy for results mobilisation</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

## Compensation and Benefits

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

## Disclaimer

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In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.