



Post Title:	Programme Officer - Reproductive Health & Rights and Youth
Closing date:	26 July 2012
Location:	Brasilia, Brazil
Type of contract:	FTA
Level:	ICS-09 (NO-B)
Duration:	One year

Organizational Settings:

Under the direct supervision of the Assistant Representative and the overall supervision of the Representative, the National Programme Officer – Reproductive Health & Rights and Youth supports the design, planning and management of the UNFPA's country programme by providing and managing data inputs, providing technical support for project implementation, monitoring progress and following up on recommendations.

The NPO for Reproductive Health & Rights and Youth works with a wide range of partners and stakeholders to generate support for Reproductive Health & Rights, Youth, Population Dynamics and South-South. S/he is instrumental in facilitating the implementation and achievement of programme/project implementation results.

The Programme Officer for Reproductive Health & Rights and Youth works closely with all programme and project staff and contributes to population dynamics and south-south programme results.

Major Activities/Expected Results:

Contributes substantively to the formulation and design of the Country Programme and its component projects in line with Government priorities and according to UNFPA programme policies and procedures. Ensures quality of programme and Annual Work Plan design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanism.

Analyses and interprets the political, social and economic environment relevant to Reproductive Health & Rights, Youth, Population Dynamics, and South-South, and identifies

opportunities for UNFPA assistance and intervention. Keeps abreast of strategy documents, national plans and development frameworks and prepares briefs and inputs for policy dialogue, advocacy and technical assistance.

Monitors and evaluates project and programme activities. Establishes and implements mechanisms to systematically assess the achievement of results, conducts field visits, participates in review meetings and evaluation missions and prepares progress reports. Analyses basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations. Monitors project expenditures and disbursements to ensure delivery is in line with approved project budgets. Identifies constraints and recommends corrective action.

Expedites and coordinates project implementation by establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies facilitating timely and efficient delivery of project inputs and addressing training needs of project personnel.

Supports the development and implementation of researches, specialized studies, training modules, protocols and technical guidelines pertaining to Reproductive Health & Rights, Youth, Population Dynamics and South-South.

Assists with advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, key notes, donor profiles and participating in strategic meetings and public events.

Supports the preparation of terms of reference for contracting goods and services for projects under his/her responsibility as well as the assessment and certification of deliverables in a timely way.

Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting strategic meetings and public events.

Core competencies:

- Integrity/commitment to UN and UNFPA's values and guiding principles
- Performance management
- Working in teams
- Communication skills
- Knowledge sharing

- Self-management/Emotional intelligence and Conflict Management/Negotiating and Resolving Disagreements
- Analytical and strategic Thinking/Results Orientation/Commitment to excellence

Functional competencies:

- Advocacy/advancing a policy-oriented agenda
- Results-based programme development and management
- Leveraging resources, building strategic alliances and partnerships
- Innovation and marketing of new approaches
- Resource mobilization (Programme)
- Job knowledge/technical expertise

Minimum qualifications and experience:

- Master's degree in health, population, or related social science field;
- 5-8 years of professional experience preferably in Reproductive Health programme/project management in the public or private sector. Experience supervising other technical staff preferred.
- Fluency in oral and written Portuguese and English. Knowledge of Spanish will be an asset.
- Proficiency in current office software applications.

Other desirable skills:

- Professional experience with UN Agency.

How to Apply:

Your application including a presentation letter and an updated **UN Personal History Form - P11** signed (available at <http://www.unfpa.org.br/Arquivos/p11.doc>) should be identified with name and surname and sent to the following e-mail address: selecao@unfpa.org.br quoting reference "**PO SRH&Youth**". Please note that no applications will be accepted after the deadline, only candidates with **Brazilian nationality** will be considered for this position and that we will only respond to the candidates in whom we have further interest.

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status. UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.