



Programme Analyst/Youth - NOA

Palestine

Organizational Location

The Programme Analyst is located in Palestine Country Office (CO) and reports to the Assistant Representative

Job Purpose

The Youth 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 within the area of Youth. The Youth 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.

Main Tasks & Responsibilities

Major Activities/Expected Results

- Participates in the identification and formulation of the country programme and component projects (both development and Humanitarian)by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, drafts project documents and work plans and prepares tables and statistical data.
- 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 donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events.



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- Analyzes and interprets the political, social and economic environment relevant to Youth, 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.
 - Coordinates with operations on provision of training and supports project personnel and staff on national execution and programme policies and procedures.

Work Relations

The Programme Analyst maintains collaborative relationships with all programme and project staff 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 other UN agencies in country and counterparts in Country programme activities.

Qualifications and Experience

Education:

Advanced degree in social sciences, international relations, international law, human rights or related field.

Knowledge and Experience:

At least 3 years of relevant experience in the field of development and population activities.

Required Competencies

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



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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 Arabic and English is required.

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

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