



JOB DESCRIPTION

PROGRAMME/COMMUNICATION ASSOCIATE – GAZA STRIP

Background Information

Organizational Location

The Programme Associate is located in Palestine Country Office (CO) and reports to the Head of Gaza Office with close collaboration to relevant staff in Jerusalem Office.

Job Purpose

The Programme Associate supports the design, planning and management 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 population and development, reproductive health and youth issues. S/he is instrumental in facilitating programme/ project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. Furthermore, s/he will be instrumental in assisting the enhancement of the communications for humanitarian and development effectiveness.

Main Tasks & Responsibilities

Major Activities/Expected Results

- Participates in the identification and formulation of the country programme and component projects by compiling and analyzing information in the youth area in Gaza, drafts project documents, project budgets, 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 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 delivery of project inputs, ensuring participation of national counterparts and stakeholders in training activities and study tours.
- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. Trains and guides project personnel and staff on national execution and programme policies and procedures.
- 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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- Assist in the development and implementation of the CO communication plan, adapting UNFPA global communication strategy to the Country context.
 - Supporting the CO initiatives, campaigns and special events, ensuring UNFPA visibility through creating graphic design and formatting for reports, proposals, assessments, fact sheets and situation reports.
 - Facilitating the planning and implementation of press conferences and mass media events as well as those with groups and organizations whose support is essential to the achievement of UNFPA advocacy and communication activities.
 - Assisting in the editing and finalization of articles, press releases, human interest stories, speeches and other advocacy/information materials for both web-based and traditional media as appropriate.
 - Building a relationship with representatives of local and locally-based international print and electronic media and assist with arranging media interviews as appropriate.
 - Regularly updating the UNFPA Palestine website and social media platforms.
 - Perform other duties as required

Work Relations

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

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.

Required Competencies

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change



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Core Competencies:

- Achieve 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

Functional Skill Set:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

Languages:

Fluency in English and Arabic 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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