



UNITED NATIONS POPULATION FUND

**Closing Date:** 17 March 2023 (Jerusalem time)  
**Post Title:** Youth Programme Officer  
**Category:** Service Contract SB – 4/1  
**Post Number:** UNFPA-SC-2023-001  
**Duty Station:** Gaza  
**Duration:** 1 year with possibility of extension

## VACANCY ANNOUNCEMENT

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.

UNFPA will be implementing its 7th Country Programme 2023-2025 in Palestine which will continue to respond to the humanitarian needs of the population, bridge humanitarian and development programming, include a more sustainable response for improved resilience, and provide the technical and financial support for the implementation of the Nairobi Summit commitments made by the State of Palestine. The vision and focus of the new country programme are to urgently accelerate reduction of stagnated unmet needs for family planning and increasingly higher rates of gender-based violence and child marriage, whilst simultaneously returning to and sustaining earlier gains on maternal mortality.

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

### **Job Purpose:**

The Youth Programme Officer will work under the supervision of the Youth Programme Lead, and in close cooperation with UNFPA Programme Officers in West Bank and Gaza offices. The officer will substantively contribute to UNFPA's work on Youth, Peace and Security, most specifically strengthening youth political and civic engagement in the West Bank and Gaza Strip. He/she will support the design, planning, management, and monitoring and evaluation of UNFPA's country programme, by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations. The Programme Officer will maintain operational relationships with various stakeholders, such as the Palestinian Authority, Civil Society, academic institutions, and other UN agencies. The Programme Officer will support the work of the youth team of UNFPA Palestine, including coordination with the UN Youth Them Group, and providing technical advice/support, towards a coherent and comprehensive response.

The Programme Officer will apply established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to Sexual and Reproductive Health and Rights, Gender and Youth issues. He/she is instrumental in

facilitating programme/project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

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.

### **Major Activities / Tasks**

The youth programme officer will work under the supervision of the UNFPA Lead of adolescents and youth programme area.

You would be responsible for:

### **Project Management Role:**

- 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;
- Monitor and evaluate program activities; analyze and report on progress in terms of achieving results, using standard monitoring and evaluation tools; identify constraints and resource deficiencies and recommend corrective actions; monitor projects expenditures and disbursements to ensure delivery is in line with the approved programme budgets and to realize targeted delivery levels. In this respect, he/she will develop work plans, conduct field monitoring visits to sites, meet and liaise with relevant staff, participate in review meetings and evaluation missions and develop programme progress reports;
- Ensure efficient management of financial resources through planning and tracking of available resources, exercising appropriate financial controls and ensuring corporate financial policies are met and reporting structures established and maintained;
- Provide full range managerial assistance to implementing partners to ensure quality management of UNFPA Funded sub-contracts and projects in coordination with relevant UNFPA staff.
- Expedite and coordinate programme implementation through establishing collaborative relationships with executing and implementing agencies and supporting them technically and operationally. This entails day-to-day coordination with UNFPA country office staff, organization of and participation in steering meetings, UN coordination meetings, annual programme and projects reviews, and the provision of technical, programmatic and managerial support to implementing partners.
- Assess and plan for operational and staffing requirements through participating in design and review meetings.
- Identify technical assistance needs for projects management from various sources including national institutions/experts, UNFPA advisors and international consultants; help organize technical missions to oPt and facilitate delivery of technical outputs.
- Contribute to the creation and sharing of knowledge by documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country office and drafting relevant materials for dissemination;
- Any other duties and responsibilities/tasks related to the country programme implementation that may be required and requested by the office management.

**Technical Support Role:**

- Under the guidance of the programme officer on Youth and Adolescents, support the development of a framework for operationalization of UN Resolution 2250 on Youth Peace and Security (YPS) in Palestine;
- Coordinate activities related to UN Resolution 2250 with national partners including both government and non-government stakeholders, and in particular youth-led organizations.
- Help to maintain UNFPA's leadership role in the area of YPS in Palestine by liaising with relevant UN agencies and NGO partners for the articulation of joint efforts and interventions;
- Assist in advancing and expanding UNFPA's youth work by identifying opportunities for growth and developing concept papers, proposals, and advocacy materials related to youth, peace and security and related issues.
- Advise on linkages with other programmatic areas and on the incorporation of YPS concerns in Humanitarian-Development-Peace nexus discussions
- Advance interagency efforts related to Youth, Peace and Security, by helping to ensure linkages and coordination with UN sister agencies' activities related to UNSCR 2250 through the UN Youth Theme Group, and by advising on UNFPA's YPS related contributions to joint UN strategic/cooperation frameworks;
- Any other tasks related to the implementation of the 7th country programme assigned.

**Coordination Role:**

- Support UNFPA Palestine in its chairmanship of the UN Inter-agency youth theme group, particularly as concerns issues related to Youth, Peace and Security;
- Support the theme group's efforts to partner and liaise with youth networks and organizations, including by advising on strategies for reaching vulnerable and marginalized young people;
- Assist in the organization of joint events and campaigns relating to young people;
- Support articulation of UN Cooperation framework, ensuring youth's issues are well represented;
- Represent UNFPA in the UN relevant groups; ensure incorporation of young people's issues in joint UN surveys, assessment, and strategic documents.

**Work relations:**

The Programme Officer maintains collaborative relationships with all programme and operations teams and other UNFPA staff based in Jerusalem and Gaza.

**Job Requirements:****Education:**

A master's degree in social work or other social sciences, public health, community health, international relations, international law, human rights or other field of relevance to the position.

**Knowledge and Experience:**

At least 5 years work related experience, preferably in Project Management, young people and civil rights programmes in public or private sector.

Significant experience of results-based management and strategic planning

Previous experience of working with accountability to affected people will be an advantage

Strong technical understanding of young people's issues

Sound teamwork competencies are essential; previous experience of training and capacities will be an asset

Ability to elaborate reports, document and disseminate good practices essential.  
Previous experience with the UN is an asset;  
Strong interpersonal and organizational skills;  
Computer literacy - Word, Excel, Power-point, etc.;  
Good writing and communication skills.  
Demonstrated ability to work within a team.

**Languages:**

Fluency in English and Arabic are required.

**Values:**

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

**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  
Knowledge sharing

**Functional Skill Set:**

Innovation and marketing of new approaches: Able to understand innovative strategies, best practices and new approaches. Adapts quickly to changes and demonstrates high level of independence and work under pressure  
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  
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. UNFPA promotes equal opportunities for all including persons with disabilities.

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.

Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to [palestine.hr@unfpa.org](mailto:palestine.hr@unfpa.org) by closing date and time for applications **Friday, 17 March 2023** (Jerusalem time). Only those short-listed for the position will be contacted.