



Official Job Title:	Programme Analyst - Family Planning/Maternal Health
Grade:	SB4/3
Duty Station:	Dar-es-Salaam
Post Type:	Service Contract- One Year Initially - Renewable
Closing Date:	28 November 2014

1. Organizational Context

Under the overall supervision of the Assistant Representative, and direct supervision of the Programme Specialist - Health Systems, the Programme Analyst will work closely with the Sexual and Reproductive Health Team and the larger UNFPA Programme and Operations Teams using UNFPA's Strategic Plan and national systems and tools to deliver development results. The Programme Analyst substantively contributes to the effective management of UNFPA activities in the areas of sexual reproductive health with a strong emphasis on Family Planning and Maternal Health. S/he analyzes and assesses relevant political, social and economic trends and provides substantive inputs to programme formulation, monitoring, and evaluation within national development frameworks and the UN Delivering as One (DaO) context. The incumbent facilitates the delivery of UNFPA's Tanzania Family Planning and Maternal Health programmes aspects by ensuring the application of effective programme planning, monitoring and evaluation to track implementation and provide the ongoing feedback required for performance excellence and continuous organizational learning; identifying programmatic bottlenecks in implementation and devising strategies to address them. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

The Programme Analyst builds strong collaborative relationships with counterparts in government, multi-lateral and bi-lateral donor agencies and civil society to support the effective implementation of the programme. In all activities, s/he fosters dialogue, collaboration with the country office programme team and shares information with all concerned UNFPA Tanzania country office. S/he links the Country Office with national and subnational partner address emerging issues in the field of Family Planning and Maternal Health and ensures that technical knowledge is updated, generated, collected and disseminated for effective technical and policy dialogues.

2. Major Responsibilities

The primary roles of the Family Planning/Maternal Health Programme Analyst are:

- a. Programme Management
- b. Strategic Technical Support
- c. Capacity Development
- d. Evidence and knowledge development and dissemination
- e. Technical Representation

A. Programme Management

- Support coordination of the midwifery and family planning programmes, working in close collaboration with the Sexual and Reproductive Health team, with a view to maximizing the programme's effectiveness and efficiency;
- Working closely with the programme team at the country office, ensure the application of effective planning, monitoring and evaluation to track Family Planning/Maternal Health programme implementation and provide the ongoing feedback required for performance excellence;
- Advise on the development of tools designed to support oversight of program results, analyze bottlenecks and identify corrective measures;
- Coordinate efforts of the UNFPA Country Office to build capacity of the relevant institutions involved in midwifery education, regulation and association and other relevant parties to improve the overall quality of midwifery programmes in Tanzania.
- Assist and advise the UNFPA Country Office, Ministry of Health and other national counterparts to develop and monitor the National obstetric fistula programme,
- Support the development of the respective implementing partners' work plans, with clear activities, roles and responsibilities;
- Analyses and reports on midwifery-related outputs and activities under the Sexual and Reproductive Health programme component and results-oriented projects progress.
- Undertakes regular field monitoring visits to assess programme progress, disseminate findings and undertake follow-up actions.
- Prepares regular quarterly programmatic and financial reports and briefs on project progress, Monitoring & Evaluation reports and mission reports.
- Supports the generation of strategic information and evidence to inform national policies and strategies for midwifery improvement. Documents and share good (best) practices in midwifery with wider stakeholders, including other Countries as part of south-south cooperation.
- Provide support to the process of technical/annual and financial reviews of the UNFPA donor funds through the preparation of internal documents to assess progress of implementation.

B. Strategic technical support

- Provides government and non-governmental organization (NGO) counterparts with technical assistance and advice on the strategic direction for strengthening the delivery, access to and quality of Maternal and Newborn Health and family planning services;
- Gives technical guidance in the development and implementation of Family Planning and maternal health protocols, policies, training modules, operational manuals and approaches for locally appropriate service delivery and for supportive supervision of service providers based on best practice;

- Provide technical assistance to national partners to scale-up quality health services to ensure universal access to reproductive health, including family planning, skilled attendance at delivery, emergency obstetric and newborn care, adolescent Sexual and Reproductive Health, and fistula prevention, treatment and reintegration.
- Support and supervise family planning and Midwife training programmes funded by UNFPA. Develop and provide regular tailor-made training and technical inputs into these programmes which are implemented by Implementing Partners;
- Provide technical guidance in the development and implementation of models and approaches for locally appropriate Maternal and Newborn Health interventions;
- Coordinate midwifery - related activities with local health and government authorities, donors, national and international NGOs, management at clinical training sites, and other stakeholders to move forward the program objectives;
- Provides technical support to the relevant institutions in all aspects of the technical quality of FP/midwifery service delivery and outcomes, particularly the quality of teaching and learning in both classroom and clinical contexts.
- Assists in linking and strengthening UNFPA activities by following up in the deployment of midwives to health facilities and by conducting follow-up missions with the aim to measure their progress and development.
- Provides technical assistance and identify potential for capacity development to the Tanzania Nursing and Midwifery Council as and when required in developing standards and quality of care for skilled birth attendants, supportive supervision and monitoring, and to assist to assess resources and needs for scaling up the midwifery workforce.
- Strengthens of the Tanzania Midwifery Association and related professional association through providing technical support to develop their activities as developing a newsletter, prepare budget, increase memberships and different capacity building activities etc;
- Assists advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in meetings and public information events related to Maternal Health/Family Planning.

C. Capacity development

- Contribute to substantive technical capacity development of national Family Planning/Maternal Health implementing partners;
- Technically support and backstop the relevant institutions in developing their capacities in overseeing the midwifery programmes, and to implement their annual plans. Regularly participate in relevant meetings at the Ministry of Health and Social Welfare;
- Identifies training needs of Implementing Partners and Counterparts and addresses same with the available resources at hand and/or through additional resource mobilization;

- Provide technical support for the implementation of the H4+ Action Plan with focus on human resources for maternal health;
- Support development and/or review of national strategies and frameworks for Sexual and Reproductive Health particularly on midwifery, Family P and reproductive health services;
- Provide technical assistance in the development and implementation of demand generation interventions in the areas of Sexual and Reproductive Health and Family Planning;
- Provide technical assistance to national partners and other actors to identify, develop and/or adapt guidelines, training materials and manuals in substantive areas;
- Support Ministry of Health and Social Welfare efforts towards capacity building, using both pre- and in-service training modalities and retention of competent and motivated Human Resources for Maternal Health and Family Planning, including training of midwives and enhancing midwifery skills among other health service providers.

D. Evidence and knowledge development and dissemination

- Advocate for and support the incorporation of evaluation results and lessons learned in the updating of strategies and approaches in order to improve the effectiveness of national health interventions and UNFPA operations.

E. Technical representation

- Represent UNFPA in reproductive, maternal and newborn health sub working groups/ technical committees, meetings and works to position MDG 5 and ICPD on the agenda of national partners in Tanzania.

3. Job Requirement

a. Education:

Advanced degree in public health, population, international development, demography and/or other related social science field. Background in medicine, nursing, and midwifery will be an add advantage.

b. Knowledge and Experience:

- Prior professional experience of at least three years in the field of family planning and maternal health development programs or active engagement in Sexual and Reproductive Health programming related agenda in Tanzania.
- Knowledge of the country context and good understanding of the government systems, particularly in the international and national family planning and Sexual and Reproductive Health programmes.
- Familiarity with UN policies will be an added advantage.
- Excellent written and oral communication skills. Fluency in English is required.

c. **Required Competencies:**

Primary Competencies

- **Results-based programme development and management**
Contributes to the achievement of results through primary research and analysis and effective monitoring of programme/project implementation. Uses analytical skills to identify opportunities for project development and participates in the formulation of proposals ensuring substantive rigor in the design and application of proven successful approaches.
- **Innovation and marketing of new approaches**
Enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.

Additional Competencies

- **Leveraging the resources of national governments and partners/Building strategic alliances and partners**
Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and to share information. Analyzes and selected materials for strengthening strategic alliances with partners and stakeholders.
- **Advocacy/Advancing a policy oriented agenda**
Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts and takes opportunities for advocating for UNFPA/s mandate.
- **Resource mobilization**
Internal and external communication and advocacy for results mobilization
- Delivering results based programmes

4. CORPORATE COMPETENCIES:

VALUES

Integrity/Commitment to mandate

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken. Demonstrates personal commitment to UNFPA's mandate and to the organizational vision.

Knowledge sharing/Continuous learning

Takes responsibility for personal learning and career development and actively seeks opportunities to learn through formal and informal means. Learns from others inside and outside the organization adopting best practices created by others. Actively produces and disseminates new knowledge.

Valuing diversity

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context and shows respect, tact and

consideration for cultural differences. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

MANAGING RELATIONSHIPS

Working in teams

Works collaboratively with colleagues inside and outside of UNFPA to allow the achievement of common goals and shared objectives. Actively seeks resolution of disagreements and supports the decisions of the team.

Communicating information and ideas

Delivers oral and written information in a timely, effective and easily understood manner. Participates in meetings and group discussions actively listening and sharing information. Frankly expresses ideas with the intent to resolve issues, considers what others have to say and responds appropriately to criticism.

Conflict and self-management

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Expresses disagreement in constructive ways that focus on the issue not the person. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

WORKING WITH PEOPLE

Empowerment/Developing people/Performance management

Integrates himself/herself into the work unit seeking opportunities to originate action and actively contributing to achieving results with other members of the team. Knows his/her limitations and strength, welcomes constructive criticism and feedback and gives honest and constructive feedback to colleagues and supervisors. Seeks new challenges and assignments and exhibits a desire to learn. Accepts responsibility for personal performance participating in individual work planning and objective setting seeking feedback and acting to continuously improve performance.

Personal Leadership and Effectiveness

Analytical and strategic thinking

Uses appropriate analytical tools and logic to gather, define and analyze information, situations and problems and draws logical conclusions from data. Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities which have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

Results orientation/Commitment to excellence

Strives to achieve high personal standard of excellence. Takes action that goes beyond responding to the obvious needs of the situation and persists until successful outcomes are achieved.

Appropriate and transparent decision making

Makes timely and appropriate decisions taking into consideration various and complex issues and takes responsibility for the impact of decisions.

How to Apply:

Applicants are kindly requested to send their CV and P11 form which can be accessed through (<http://www.unfpa.org/employment/docs/p-11.doc>) along with a cover letter to UNFPA Office in Dar es Salaam by e-mail to tanzania.office@unfpa.org by 28 November 2014. Please indicate in the cover letter the post reference clearly, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interview. UNFPA is an equal opportunity employer.