



LEADER IN REPRODUCTIVE HEALTH AND POPULATION AND DEVELOPMENT

PROGRAMME ANALYST, POPULATION AND DEVELOPMENT

Post Title:	UNFPA Programme Officer (Population and Development)
Position number:	43248
Salary Scale:	ICS 8 (NO-A)
Duty Station:	Dar es Salaam
Duration of Appointment:	One year fixed term initially
Organisational Unit:	UNFPA Tanzania Country Office
Vacancy Open to:	Tanzanian Nationals Only
Closing Date:	23 January 2015

Organisational Setting:

The UNFPA Tanzania Country Office seeks a professional to support the Government efforts to ensure that population issues are central to national initiatives to promote social economic development in the context of national development processes and plans through the implementation of the United Nations Development Assistance Plan (UNDAP). This position is based in the Population and Development team, and the incumbent will report to the Assistant Representative and will be under the overall supervision of the Deputy Representative.

The incumbent is expected to work closely with the entire programme team including those working in other components and also maintain constructive collaborative partnership with the entire CO team.

Purpose:

For this post, the following objectives guide UNFPA's activities: (i) Prepare materials for advocacy to promote better understanding among policy-makers of the importance of population-development linkages; (ii) Using prepared materials to support integration of population dimensions into development plans that fully reflect the individual needs of women, men and young people; (iii) Using available survey and research reports to prepare analytical materials for policy formulation and for programme development and monitoring; (iv) Conduct analytical interpretation on research data, survey reports and other data sources for policy and decision making advice

Main responsibilities:

The incumbent will work will work with the programme team to develop supporting advocacy materials from survey and research reports for advocacy work within UNFPA mandate.

Technical:

- Compile and analyze information in the subject areas of UNFPA mandate as support documentation for UNFPA related concept notes, project proposals and formulation missions.
- Using information from field visits, progress reports and evaluation missions analyze factors affecting the achievement of results, recommend and document corrective actions.
- Contribute 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. Establish and maintain a network of donor and public information contacts and provide assistance in organizing and conducting high level donor and government related meetings.
- Using existing databases from national surveys and studies make available analysis on population and development related issues and its implications to sustainable development.
- Develop a knowledge base (inventory) on issues related to the determinants of changing population dynamics in Tanzania necessary to inform policy dialogue, national and sectorial policy development.

Program management

- Maintain collaborative relationships with counterparts in government, multilateral, bilateral partner agencies and civil society. Facilitate coordination and responses on a wide variety of issues/questions related to population and development requiring inputs to and/or from the UNFPA Country Office;
- Appraise projects and programme ensuring that they are in accordance with UNFPA policies and procedures and substantively contribute to the co-ordination, management, monitoring, review and reporting on UNFPA supported programme;
- Promote the use of national expertise whenever appropriate in the programme relating to Population and development and supplementing national expertise with technical assistance of the Country Support Teams, and participate in assessing services provided;
- Document lessons learned and shares with programme management, and the UNFPA country office, for use in planning future strategies.
- Undertakes any other duties as may be assigned by management.

Core Competencies

- Commitment to UNFPA Values and Guiding Principles
- Developing People/Fostering Innovation and Empowerment/Performance Management;
- Team Work/Communication/Self-Management
- Strategic Thinking/Results Orientation and Commitment to Excellence
- Knowledge Sharing and Continuous Learning
- Able to promote teamwork between UNFPA and its partners as well as within the organization
- Show cultural adaptability and sensitivity
- Commitment to learning and knowledge-sharing

Functional Competencies

- Conceptual innovation in the provision of technical expertise
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships
- Job knowledge/technical expertise
- Adaptation/application of knowledge in different contexts
- Integration in a multidisciplinary environment

Qualifications and Experience:

- **Education:**

- **Essential:** Advanced University degree at Masters level in Social Sciences, demography statistics or economics,
 - **Desirable:** Advanced Post Graduate degree in Demography with specialization in population and statistics
 - **Professional Experience:** minimum of five years of relevant experience in demographic analysis , integration of population variables into development planning processes and synthesis of information to determine present and future implications of changing population dynamics.
 - Familiarity and knowledge of the functioning of the UN and its policies will be an added advantage.
 - Knowledge of different approaches on using data to advocate for development policies.
 - Good knowledge and understanding of the population issues in Tanzania
 - Working experience in policy analysis, and advocacy for population in the context of poverty reduction and sustainable development
 - Demonstrated experience in programme/project planning monitoring and evaluation including other follow up activities.
- Language:** Fluency in written and spoken English and Kiswahili.

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's Office in Dar es Salaam by e-mail to tanzania.office@unfpa.org by 23 January 2015.

Please indicate clearly in the cover letter the post reference, 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.

UNFPA aims at delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.