



United Nations Population Fund (UNFPA)

JOB DESCRIPTION

Official Job Title:	Programme Analyst –Family Planning
Grade	SB4
Duty Station:	Dar-es-Salaam
Duration:	One year renewable
Post Type:	Service Contract (SC)

1. Organizational Context

Under the overall supervision of the Deputy Representative, and direct supervision of the Programme Specialist RHCS, the Programme Analyst will work closely with the RH team and the larger UNFPA Programme and Operations Teams using UNFPA 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 reproductive health and gender with a strong emphasis on implementing the UNFPA Family Planning Strategy 2012-2020 –“Choices not Chance” at country level. 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 guides and facilitates the delivery of UNFPA’s Tanzania Family Planning programmes by monitoring results achieved in the implementation. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.

The Programme Analyst –Family Planning-facilitates the work of consultants, advisors and experts and s/he establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bi-lateral donor agencies and civil society to address emerging issues in the field of FP and SRH. The Programme Analyst maintains collaborative relationships and link Country Office with Global Programme for Reproductive Health Commodities Security (GPRHCS) and counterparts in government, multi-lateral and bi-lateral donor agencies and civil society to address emerging issues in the field of FP and Sexual Reproductive Health (SRH).

2. Major Responsibilities

Programme Management

- In collaboration with Government counterparts, Regional office, UN partners, NGOs contributes substantively to the formulation and design of the UNFPA component within the United Nations Development Assistance Plan (UNDAP) programme in line with Government priorities and according to UNFPA programme policies and procedures.

- Ensures quality of programme/project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Analyzes and reports on programme and project progress in terms of achieving results, using existing monitoring and evaluation tools and introducing new mechanisms and systems; identifies constraints and resource deficiencies and recommends corrective action. Monitors projects expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels.
- Expedites and coordinates project implementation establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies facilitating timely and efficient delivery of project inputs and addressing training needs of project personnel

Technical Support

- Analyzes and interprets the political, social and economic environment relevant to population and development, reproductive health and gender 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.
- 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 donor meetings and public information events.
- Provides technical assistance and advice on the strategic direction for strengthening the delivery, access to and quality of family planning services to government counterparts at central and district levels.
- Gives technical guidance in the development and implementation of FP and RH Commodity Security protocols, policies, training modules, operational manuals and approaches for locally appropriate family planning service delivery and for supportive supervision of service providers based on best practice.
 - Provide technical specifications and assist in the preparation of a procurement plan for Family Planning commodities in the context of the RMNH Programme and work closely with logisticians to ensure Reproductive health commodity security at all levels including managing CHANNEL software for managing commodities
- Assess and advise, in close collaboration with the Reproductive Health Commodity Security (RHCS) Steering Committee, on the supply chain management to ensure regular and uninterrupted supply of contraceptive commodities
 - Helps create and document knowledge about current and emerging population development trends, RH and gender issues by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.

3. Job Requirement

3.1 Education:

Master's degree in Public health, Medicine and/or other related social science field

3.2 Knowledge and Experience:

Prior professional experience of at least three years in the field of Family Planning and RH development programs, supply chain management or active engagement in SRH advocacy related agenda in Tanzania.

Knowledge of the country context and good understanding of the government systems, particularly in the international and national commodity security and family planning programmes.

Familiarity with UN policies will be an added advantage.

3.3 Required Competencies:

Functional 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**

Provides inputs to resource mobilization strategies analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors.

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 contractive 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 apply through the link below:

https://jobs.undp.org/cj_view_job.cfm?job_id=61050 by **6 November 2015**.

Note: After initial submission, you will be prompted to upload your CV please upload a copy of updated P11 Form and CV which is mandatory. P11 form can be accessed at <http://tanzania.unfpa.org/drive/P11-UNFPA-Tanzania.doc>. The detailed Terms of Reference (TOR) is posted on the UNFPA Tanzania Country Office website accessible via URL <http://tanzania.unfpa.org>.

Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be invited for interviews.

