



Position Information: **OPEN TO INTERNAL TANZANIA NATIONALS ONLY**

POST TITLE: Programme Analyst - Reproductive Health and Youth

CATEGORY: ICS-8 / NOA

POST TYPE: Fixed Term

DUTY STATION: Zanzibar, United Republic of Tanzania

DURATION: One year (renewable, subject to performance)

ORGANIZATIONAL UNIT: Program

REPORTS TO: Program Specialist, RMNCH Zanzibar

CLOSING DATE: **15TH May 2018**

1. Organizational Location

The Programme Analyst post is located in the Zanzibar Liaison Office in the United Republic of Tanzania. S/He works under the overall direction and guidance of the Deputy Representative and under the direct supervision of the Programme Specialist RMNCH, in close collaboration with the UNFPA programme as well as operations teams in Zanzibar and Dar es Salaam. S/He provides support in implementation UNFPA supported programmes in the area of Reproductive health and Youth The Programme Analyst uses UNFPA and national systems and tools to deliver development results and works as part of the UN Delivering as One (DaO) to ensure that population issues are central to national initiatives to promote social economic development in the context of the National Strategies for Growth and Poverty Reduction (MKUKUTA and MKUZA).

2. Job Purpose

Under the direct supervision of the Programme Specialist RMNCH, the Programme Analyst assists in the design, planning and management of the programme by analyzing relevant political, social and economic trends and providing inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst assists with programme implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation. The Programme Analyst will assist in the formulation, implementation, monitoring and evaluation of UNFPA Country programme and sub programme to ensure that the outcomes are in line with government, UN DaO and UNFPA policy and procedure.

3. Major task/Expected Results

- Provide technical assistance in development of annual and quarter work plans and budgets and ensure timely submission to UNFPA.
- Provide technical assistance to MOH and other stakeholders in implementation of RMNCH programme
- Review and input on financial and narrative reports from all implementing partners and ensure timely submission.



- Conduct Field visit and M&E activities to assess the effectiveness of implementation and provide feedback. Analyzes factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- Participates in the identification and formulation of the country programme and component projects by compiling and analyzing information in the subject areas of UNFPA assistance to the Government
- 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.
- Supports advocacy and resource mobilization strategy of the CO by compiling and synthesizing relevant background material for use in discussions and public events. Participate actively in RMNCH meetings including in the Health and Nutrition Programme Working Group and Zanzibar MNCH Technical Working Group and other MoH strategic working groups.
- Support Youth programming in Zanzibar by working closely with ministry responsible for youth and Civil Society Organizations
- Strengthen youth involvement and participation by supporting youth networks and youth serving organizations
- Performs any other function as may be assigned by the UNFPA Representative, Deputy Representative, Assistant Representatives and Zanzibar liaison officer

4. Work Relations

The Programme Analyst maintains collaborative relationships with all programme and project staff at the Zanzibar Liaison Office and Country Office. Internal contacts include the Assistant Representative, the Programme Specialist, the Programme Analyst, and the CO's programme/ technical team. External contacts include other UN agencies such as UNICEF, UNDP and Ministry of Health in Zanzibar and other counterparts in Country programme activities.

5. Job Requirements

- Education: Medical degree or Advanced University degree or its equivalent in any of the following fields: health, sociology, anthropology and/or other related social science field. Advanced degree in public health is an added advantage.
- Three years of increasingly responsible professional experience in development work preferably in programme management in sexual and reproductive health
- Knowledge and practical experience in population, sexual and reproductive health
- Good understanding of the government systems, particularly in the social development areas.
- In-depth understanding of Adolescent/youth programming
- Experience in working in a multi-cultural environment and at district and/or community level
- Strong results orientation, with proven experience in using results-based management tools
- Good analytical and strategic thinking and sound judgment; team building and advocacy skills
- Experience in programme/project planning, design, follow-up, monitoring and evaluation

Required Competencies:

Core Competencies

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system



- Embracing cultural diversity
- Embracing change

Core Competencies

- Achieving 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

Managerial Competencies:

- Providing strategic focus
 - Engaging internal/ external partners and stakeholders
 - Leading, developing and empowering people/ creating a culture of performance · Making decisions and exercising judgment
- Functional Skill Set:
- Advocacy/ Advancing a policy-oriented agenda
 - Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
 - Delivering results-based programme
 - Internal and external communication and advocacy for results mobilization

Functional Competencies:

- Results-based programme development and management – Contributes to 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 formulation of proposals ensuring substantive rigour 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.
- 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.

Languages: Fluency in English and Kiswahili is required.

How to apply:

Applicants are requested to send their application documents to tanzania.office@unfpa.org by **15 May 2018**. **Note:** The application documents to be submitted include a copy of updated P11 Form and CV which is mandatory. P11 form can be accessed at <http://tanzania.unfpa.org/vacancies/p11>. The detailed Terms of Reference (TOR) is posted on the UNFPA Tanzania Country Office website accessible via URL <http://tanzania.unfpa.org/vacancies>.