



**The UNFPA mandate is to deliver a world where every pregnancy is wanted, every child birth is safe, and every young person's potential is fulfilled**

### **Terms of Reference – Programme Assistant**

<b>Post title:</b>	<b>Programme Assistant (G 5)</b>
<b>Duration:</b>	<b>One year Renewable</b>
<b>Contract type:</b>	<b>Fixed Term</b>
<b>Duty station:</b>	<b>Dar es Salaam, United Republic of Tanzania</b>
<b>Organizational unit:</b>	<b>East and Southern Africa Regional Office</b>

#### **Organizational Context:**

UNFPA Tanzania is a Typology Type IV office, with approximately 33 staff members providing programmatic support on Reproductive Health (RH), Youth, Population and Development (P&D) and Gender with support from operations team. Our work reflects the authority and commitment of Member States to uphold the United Nations normative values of social justice and inclusiveness ("leaving no one behind") on human rights, specifically by working to promote universal sexual and reproductive health and rights. The Programme Assistant works under the overall supervision of the Deputy and direct supervision of the Assistant Representative. S/he works in close collaboration with both operation and programme teams. S/he provides support to national authorities and implementing partners for the realization of the results as stipulated in the organization strategic plan and country programme results. The staff member is expected to interact regularly with the entire programme team and contribute to the Country Programme as required.

**Purpose:** The Programme Assistant supports the design, planning and management of UNFPA's country programme by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations.

The Programme Assistant applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to population and development, reproductive health and gender issues. He/she is instrumental in facilitating programme/project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. The Programme Assistant maintains collaborative relationships with all programme and project staff.

#### **Main Functions**

- 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, assists in drafting project documents and work plans and prepares tables and statistical data.
- Assists in the monitoring of project and programme activities, managing and using established monitoring and implementing mechanisms to systematically assess the achievement of results, conducting field visits, when relevant, participating in review meetings and preparing regular inputs

to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and coordinates follow up on recommendations.

- Understands and uses UNFPA programme and financial policies and procedures for the effective financial recording and reporting system, procurement internal control and audit follow-up and processes financial transactions in an accurate and timely way.
- In coordination with national counterparts and project personnel assists in routine implementation of assigned projects, and coordinating the delivery of project inputs, e.g. track reports, prepare budget revision and transfer form and take follow up actions, record the Programme meeting minutes and draft letters/memos under PO's supervision, and generate transaction details as per supervisor's request, preliminary review of FACEs and progress report and work plan
- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. Assists the Programme Officers in providing project personnel and staff guidance on national execution under the HACT modality and programme policies and procedures, e.g. prepare letters & memos, create vendor information, requisitions, purchase orders, keep both electronic and paper files, send and log all the outgoing correspondence,
- Contributes to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination
- Supports the advocacy work of the Country Office by compiling and synthesizing relevant background material for use in discussions and public events,
- Any other tasks as requested by the Assistant and Deputy Representative

#### **Functional Competencies**

- Planning, organizing and multi-tasking
- Logistical support
- Managing information and work flow
- Managing data
- Managing documents, correspondence and reports
- Job knowledge

#### **Corporate Competencies:**

#### **Values/Guiding Principles**

- Performance Management
- Working in Team
- Communicating information and ideas
- Analytical and strategic thinking
- Results orientation/commitment to excellence

- Knowledge sharing/Continuous learning
- Performance of duties with Ethics and Integrity; specifically via strict adherence to the requirements of the Policy Procedure Manual (PPM)

## **Job Requirements:**

### Academic Requirements:

The positions requires secondary school diploma. A Bachelor's degree in Social Science, Business Administration, Public Administration, Development studies, Finance, economics or related field is an asset

### Experience:

3-5 years of relevant experience in the bilateral, multilateral, public or private sector.

### Languages:

Fluency in oral and written English and Swahili

### Computer skills:

Proficiency in current office software applications, particularly word processing, spreadsheets, internet and PowerPoint.

### **How to Apply**

Applicants are kindly requested to apply through the link below:

[https://jobs.undp.org/cj\\_view\\_job.cfm?job\\_id=65055](https://jobs.undp.org/cj_view_job.cfm?job_id=65055) by **07 April 2016**. **Applications received after this date will not be taken into consideration.**

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

**IMPORTANT: There is NO application processing or other fee at any stage of UNFPA application processes**