



## JOB DESCRIPTION

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

<b>POST TITLE:</b>	<b>National Program Analyst</b>
<b>CATEGORY:</b>	<b>ICS-8 / NOA</b>
<b>POST TYPE:</b>	<b>Temporary Appointment</b>
<b>DUTY STATION:</b>	<b>Simiyu, United Republic of Tanzania</b>
<b>DURATION:</b>	<b>One year (renewable, subject to performance)</b>
<b>ORGANIZATIONAL UNIT:</b>	<b>Program</b>
<b>REPORTS TO:</b>	<b>Project Coordinator, RMNCAH Project Simiyu</b>
<b>Application Deadline:</b>	<b>28<sup>th</sup> August 2017</b>

### 1. Organizational Context and Location

UNFPA Tanzania country office is in the process of recruiting a Programme Analyst for the Reproductive Maternal New-born Child and Adolescent Health (RMNCAH) project. The position is based in Simiyu region with an overall objective of **strengthening health systems to reduce maternal mortality and morbidity in the region**. The candidate will support the implementation of the 2 year project (2017 – 2018) funded by KOICA and implemented by UNFPA in collaboration with the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC) and President's Office Regional Administration and Local Government (PORALG). The Programme Analyst will use UNFPA and national systems and tools to support delivery of project results and work as part of the UN Delivering as One (DaO) and UNFPA programme and operations team to ensure that project priorities are central to national initiatives to promote social economic development of the people of Tanzania guided by the National Development Plan.

The Programme Analyst will work under the overall direction and guidance of the Deputy Representative and supervision of the Programme Specialist Health Systems/Project Manager, will directly report to the Project Coordinator in Simiyu.

### 2. Job Purpose

The Programme Analyst is expected to deliver quality services in programme management, quality assurance, support implementing partner in reporting, backstop field office on ICT and overall technical support on finance. The incumbent will routinely work together with council health management teams to implement the project. S/he will take a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the government counterparts in the implementation of the project. S/he will be responsible in managing the logistics related to planning, management and implementation of the project as well as backstopping the project coordinator in Simiyu as and when needed.

### **3. Major Activities/Expected Results**

In collaboration with UNFPA Programme Specialist Health Systems and the project Coordinator, the Programme Analyst will contribute substantively to the implementation of the RMNCAH Project in Simiyu in line with Government priorities and according to UNFPA programme policies and procedures by:

- Providing technical assistance in development of annual and quarter work plans and budgets and ensure timely submission to UNFPA Country Office;
- Supporting the implementing partners, regional and district health management teams to compile, synthesize and analyze project reports and ensure timely submission;
- Working with council health management (CHMTs) teams to strengthen health management information systems;
- Providing technical backstopping on ICT related matters for the field office in Simiyu liaising with the UNFPA Country Office ICT manager;
- Providing financial guidance and support to implementing partners, regional and CHMTs teams and conduct spot checks;
- Participating in quarterly coordination and project review meetings and assist in compiling and maintaining project reports and minutes of meetings; and using the information to improve project performance.
- Implementing appropriate quality monitoring procedures, mechanisms and systems for effective implementation of the project;
- Participate in field monitoring visits and M&E activities to assess the effectiveness of implementation and provide feedback. Analyzes factors affecting the achievement of results, recommend corrective actions and follows up on recommendations.
- Providing technical support to CHMTs and other implementing partners to report progress in achieving results, using existing monitoring and evaluation tools
- Monitoring project expenditures and disbursements to ensure delivery is in line with approved programme budgets and to realize targeted delivery levels;
- 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 project;

Perform any other functions as may be assigned by the supervisor and UNFPA Representative/management.

### **4. Work Relations**

The Programme Analyst maintains collaborative relationships with all programme and project staff at the Simiyu Field Office and Country Office. Internal contacts include the Deputy Representative, Assistant Representative, the Programme Specialist, Monitoring and Evaluation Officer and other programme and operations teams at the country office. External contacts include Regional Health Management Team (RHMT) and Council Health Management Team (CHMTs) in the project districts.

## 5. Job Requirements

### **Education:**

Master's degree or equivalent professional qualifications desirable in population, demography, economics, ICT, statistics, business administration or other related fields.

### **Knowledge and Experience:**

- Three years of relevant experience in programme management, finance or office management, monitoring and evaluation.
- Experience in programme/project planning, design, follow-up, monitoring and evaluation
- Prior knowledge on population and development issues, sexual and reproductive health activities would be desirable.
- Proficiency in current office software applications and corporate IT systems.
- Good understanding of the local government systems, particularly in the social development areas
- Experience in working in a multi-cultural environment and at district and/or community level
- Strong verbal and written communication skills are a strong asset

### **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:**

- Providing logistical support
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking

- Supporting financial data analysis

**Languages:**

- Fluency in English is required. Knowledge of Kiswahili is desirable.

**6. How to apply**

Applicants are kindly requested to apply through the online link below:

<http://www.unfpa.org/jobs/national-postprogramme-analyst> by 28th August 2017.

**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>.

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