



LEADER IN  
REPRODUCTIVE HEALTH AND  
POPULATION AND DEVELOPMENT

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**JOB DESCRIPTION FOR PROGRAMME ANALYST, AYSRH**

**Post Title:** Programme Analyst, Adolescent/Youth Sexual Reproductive Health (AYSRH)  
**Type of Contract:** Fixed-Term  
**Post#:** 000054790  
**Level:** NOB (ICS-9)  
**Duty Station:** Kampala

**Organizational Context:**

Under the overall supervision of the Deputy Representative as the Head of the Integrated Sexual and Reproductive Health and Rights (ISRHR) Unit and direct supervision of Assistant Representative as the leader of the HIV-AYSRH sub-unit, the Programme Analyst, Adolescent/Youth Sexual Reproductive Health (PA-AYSRH) substantially contributes to the effective management of UNFPA activities in the area of adolescent/youth sexual and reproductive health; including in humanitarian settings. S/he analyzes and assesses relevant political, social and economic trends and provides technical leadership in UNFPA Country Office (CO) AYSRH program design, monitoring, evaluation. S/he also provides oversight to implementation of all UNFPA AYSRH activities; including in humanitarian settings. Under the current UN 'Delivery as One' model, the Programme Analyst participates in UN joint AYSRH programming including planning, monitoring and evaluation. S/he ensures that the UNFPA AYSRH programme is aligned to the UNFPA Strategic Plan and National AYSRH priorities, policies and frameworks. Further, s/he ensures and guides the appropriate application of UNFPA systems and procedures. The PA-AYSRH facilitates the work of consultants, advisors and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bi-lateral donor agencies and civil society to address AYSRH emerging issues. The PA-AYSRH engages counterparts from diverse backgrounds to jointly contribute to achieving UNFPA mandate. S/he plays a pivotal role in mobilizing resources for AYSRH interventions. The PA-AYSRH is a substantive contributor to the programme team in the Country Office.

**Main Tasks and Responsibilities:**

- Participates in the identification and formulation of the country programmes and projects with a focus on adolescent/youth sexual and reproductive health information and services, by compiling and analyzing information, drafts project documents and work plans, and prepares tables and statistical data.
- Evaluates adolescent and youth-related SRH project and programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular inputs to SRH status and progress reports. Analyzes basic factors affecting the achievement of SRH results, and recommends corrective actions and follows up on recommendations.
- Works with the relevant Country Office technical team and other stakeholders to promote HIV/AIDS-AYSRH integration.
- In liaison with the technical Country Office staff and UNFPA implementing partners, contributes to Gender and Human Rights mainstreaming in AYSRH programmes.
- Identifies SRH needs among the adolescents and youth in humanitarian settings, and designs and oversees interventions to address their respective needs.

- Contributes to addressing harmful practices including Female Genital Mutilation (FGM); Child Marriage and Gender-Based Violence (GBV) among adolescents and youth.
- Works with relevant national ministries, especially the Ministry of Education, to promote implementation of comprehensive sexuality education.
- Participates in strengthening capacity of Government and relevant stakeholders in improving access to adolescent/youth-friendly information and services.
- Identifies vulnerable groups among the adolescents and youth and supports the designing and implementation of targeted programmes to address their AYSRH needs.
- Contributes to establishment or strengthening of national level youth tanks/advisory panels and youth umbrella networks for active engagement in policy formulation and programming for sexual and reproductive health; and other related issues.
- Assists analysis and interpretation of the political, social and economic environment relevant to SRH issues 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. Assists in preparation of briefs and inputs for policy dialogue, technical assistance coordination and development frameworks within the national and development partners' coordination mechanisms and in line with new aid environment.
- In coordination with national counterparts and project personnel, guides routine implementation of assigned projects, coordinating the delivery of project outputs, and ensures participation of national and local counterparts in project planning, implementation, monitoring and evaluation; and knowledge sharing.
- Prepares and monitors AYSRH project budgets and expenditures through the UNFPA global financial and programme software (*Atlas*); and reviews funding authorisation and certification of expenditure reports.
- Monitors UNFPA programme implementation by keeping close record on progress of activities, funds being expended at the project level and agreements being made with local partners.
- Trains and guides project staff on AYSRH programme policies and procedures. Continuously guides AYSRH implementing partners on UNFPA programming processes including adherence to quality and timely reporting.
- Contributes to the creation and sharing of knowledge by synthesizing and documenting research findings, lessons learned, success stories, best practices, strategies and approaches of the Country Office and prepares relevant AYSRH materials for dissemination.
- Supports the advocacy and resource mobilization strategy of the Country Office by compiling and synthesizing relevant background material on AYSRH for use in discussions and public events. Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events. Assists in building strong technical and programme multi-sectoral partnerships for advocacy for ICPD agenda through national institutions, networks, alliances and coalitions.
- Identifies adolescent/youth groups and leaders that are engaged in promotion of adolescent/youth SRH and engages them to participate in policy advocacy; and adolescent/youth SRH programming.

- Participates in relevant national and sub-national fora, enhancing UNFPA mandate on AYSRH and works to ensure that adolescent/youth issues are incorporated in national development plans and frameworks.

### **Required Competencies:**

#### Functional competencies:

- Advocacy/Advancing a policy oriented agenda
- Results-based programme development and management
- Innovation and marketing of new approaches
- Leveraging the resources of national governments and partners/Building strategic alliances and partners
- Resource mobilization

#### Core Competencies:

- Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity
- Managing Relationships: Working in teams, Communicating information and ideas, Conflict and self-management
- Working with people: Empowerment/Developing people/Performance management
- Personal Leadership and Effectiveness: Strategic and analytical thinking, Results orientation/Commitment to excellence, Appropriate and transparent decision making

### **Job Requirements:**

- Academic Requirements: advanced university degree in medicine, public health, demography, population studies, social science or other relevant field.
- A masters' degree is an added advantage.
- Experience: 3 to 5 years professional experience preferably in programme/project management in the public or private sector.
- Languages: Fluency in oral and written English.
- Computer skills: Proficiency in current office software applications.

### **Email applications**

1. Should be sent to [vacancyug@googlegroups.com](mailto:vacancyug@googlegroups.com)
2. Applications should be less than 10MB. (This includes the Cover letter and the P11 Form). All applicants must fill the P11 Form.
3. The subject of the email should clearly reflect the position you are applying for and include your full names.
4. Only online applications will be accepted.

### **Additional Information:**

- We will only be able to respond to those applicants in whom the Country Office has further interest.
- UNFPA offers an attractive compensation package commensurate with experience.
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.
- UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity, and a healthy work life balance.

**Deadline for applications: 14<sup>th</sup> April 2016.**

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