



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Programme Analyst Adolescents and Youth</b>	
	<b>Duty Station: The Gambia</b>	
<b>Grade (Classified)</b>	<b>NO-B</b>	
<b>Post Number:</b>	<b>00123852</b>	
<b>Post Type:</b>	<input type="checkbox"/> <b>Rotational</b> <input checked="" type="checkbox"/> <b>Non-Rotational</b>	
<b>Classification Authority:</b>	<b>DHR Director</b>	<b>Date: August 2017</b>

### 1. Organizational Location

<p>The UNFPA/ Government of The Gambia 8th Country Programme focuses on two outcomes which are: 1. Sexual and Reproductive health and 2. Adolescents and Youth. To support the implementation of the programme and quality delivery, the UNFPA Country Office is seeking a <b>Programme Analyst Adolescent and Youth</b>.</p> <p>The Programme Analyst Adolescents and Youth is located in The Gambia Country Office (CO) under the general supervision of the Country Representative and direct supervision of the UNFPA Assistant Representative.</p>
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### 2. Job Purpose

<p>The Programme Analyst Adolescents and Youth substantively contributes to the effective management of UNFPA activities in the areas of population and development, adolescent and youth sexual and reproductive health and rights including HIV/AIDS and other issues related to the UNFPA mandate. The post holder would be responsible for the management, implementation and coordination of programmes as it related to HIV prevention, youth development programme implementation, and sexual and reproductive health and rights in the country office. S/he analyses and assesses relevant political, social and economic trends and provides substantive inputs to project formulation, implementation, monitoring and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst guides and facilitates the delivery of UNFPA's programmes by monitoring results achieved during implementation. S/he ensures and guides the appropriate application of systems and procedures and develops enhancements as and when required</p> <p>Within the context of UNFPA's eighth Country Programme 2017-2021 with the Government of The Gambia, the Programme Analyst Adolescent and Youth will work on implementation of UNFPA's global strategies as they relate to young people in the policy and programme context of The Gambia. Further, The Programme Analyst will collaborate with NGO partners, to ensure collaborative, mutually reinforcing and consistent approaches to supporting the government efforts for strengthening adolescent and youth sexual and reproductive health and rights and HIV/AIDS including working substantially on convening and supporting the programmes and</p>
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work plans of partners on Youth. The Programme Analyst will also establish strategic partnerships, funding proposals and a young professional mentorship/advisory programme in support of the UNFPA Country Programme in The Gambia.

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

- Analyzes and interprets the political, social and economic environment relevant to population and development, adolescent sexual and reproductive health and rights and other pertinent issues, and identifies opportunities for UNFPA assistance and intervention.
- Keeps abreast of new policy developments and strategies by analyzing policy papers, strategy documents, national plans and development frameworks, and prepares briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Responsible for the implementation of programme activities related to adolescents and youth, including provision of youth-friendly sexual and reproductive health services, Comprehensive Sexuality Education, youth empowerment amongst others.
- The Programme Analyst will support on-going work on evidence-based analysis and advocacy, policy development, accountability as it relates to adolescents and youth.
- Support the effective implementation of multi-sectoral integrated programmes and the mainstreaming of adolescents and youth in related sector policies and programmes both at the national level and at sub-national level focusing on UNFPA's focus areas.
- Prepare the basic information required for advocacy for the inclusion of issues of HIV prevention and AYRH into the national policy, strategy, development framework and annual workplans; and create messages and strategies
- Advise the Country Representative/Assistant Representative on all issues regarding HIV/AIDS and AYRH in the context of the National HIV/AIDS Strategy, HIV Policy and other national HIV related strategies
- Analyzes country situation to identify opportunities for programme development, draft proposals, formulate and implement workplans
- Provide technical services and arrange technical backstopping with national and /or international consultants as required in the areas of HIV/AIDS and Adolescent Reproductive Health
- Participate in the planning of capacity building activities at central and regional levels. Provide technical support to assist national and regional managers in developing reproductive health, HIV/AIDS & AYRH skills
- Represent the Country Office in technical meetings related to HIV/AIDS & AYRH policies and programs.
- Provide technical support and guidance in planning and implementation of national and regional advocacy efforts in favor of HIV/AIDS & ARH objectives.

- Serves as Focal person for UN Cares and design and implement activities in line with the 10 Minimum Standards
- Serves as Focal Point for the Global Programme on ending Child Marriage
- Contribute to the implementation of the Country Programme through the design and implementation of annual work plans in conformity with the rules and procedures, the UN Reform guidelines, and particular attention to results- based and youth and adolescent approaches as well as risk management and good Governance
- Provide technical insights to the work of the Youth and Adolescents Programme with emphasis on Youth social and economic empowerment, Sexual and Reproductive Health and Rights
- Provide technical inputs in the design, implementation and monitoring of the economic empowerment component of the adolescent girls' programme
- Contribute to the development and review of annual work plans geared at youth empowerment and produce related reports
- Ensures effective IP Management and programme efficiency through proper documentation of planning, spot checks, site visits and engagement with implementing partners with clearly defined outputs. S/he identifies clear deliverables and outline in PAD to be measured against
- Ensure timely preparation and submission of funds transfers through quarterly advances, reimbursements and direct payments to implementing partners as prescribed in the annual work plans
- Provide innovative ideas for working with adolescents and youth and maintain a youth-related presence on UNFPA social media platforms
- Develop and write reports and other related administrative documents, Terms of Reference of studies and other deliverable under his/her responsibility
- Undertake monitoring and evaluation field missions as planned and in compliance with security requirements and report as prescribed
- Provide assistance to the Representative on development of communication outreach, presentations, and documents.
- Serves as Country Office representative to the Joint Team on HIV/AIDS and any other relevant structure
- Serve as Focal Person for South-South Triangular Cooperation as well as GPS for the Country Office

#### 4. **Results-based Management**

- Manage the country office programmes and implementing partners related to youth development, HIV and sexual and reproductive health and rights
- Undertake supportive supervision and monitoring visits to project sites and implementing partners ; and write periodic and ad-hoc reports
- Ensure incorporation of monitoring and evaluation results and , lessons learned by updating of specific substantive work plans, strategies, tools and approaches

- Mobilize resources, as per the CPD 2017-21, and the UN Joint Programme in relations to youth adolescents, sexual health and reproductive health and rights including HIV and AIDS
- Lead the analysis and synthesis of trends and research findings in the technical area in the country in order to produce cutting edge technical knowledge
- Ensure that evidence, technical knowledge and analysis of lessons learned are collected, managed, disseminated and available for application in UNFPA operations
- Prepare briefing and background materials in the substantive area for management staff

**5. Work Relations**

The Programme Analyst Adolescent and Youth facilitates the work of consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. S/he must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA’s mandate. The Programme Analyst is a substantive contributor to the programme team in the Country Office.

Internal contacts include the Representative, Assistant Representative, the CO’s programme/technical team.

External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

**6. Job Requirements**

**Education:**

Post graduate degree in Management of International Organisations, health, population, social sciences, demography, international development and/or other related fields.

**Knowledge and Experience:**

At least two years professional experience in the field of adolescent and youth development, population activities.

Proven track record of working with youth organisations and networks and consistent work on HIV/AIDS programming especially for youth. Incumbent must demonstrate skills, knowledge and experience in programme and project management, human rights; Adolescent Sexual and Reproductive Health.

Candidate should have good understanding of the HIV response landscape as it relates to youth and young people in the Gambia

Candidate should have knowledge and experience in budget management and workplan development with good IT knowledge including the use of new media. Must be a critical thinker with excellent written and spoken English. Experience working in a multi-cultural settings is a requirement.

**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 relationship
- Communicating for impact

**Managerial Competencies (if applicable):**

- Providing strategic focus
- Engaging internal/external partners
- 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 programmes
- Internal and external communication and advocacy for results mobilization

**Languages:**

Fluency in English is required. A working knowledge of another UN language will be an added advantage.

**7. Application Process:**

Interested applicants are requested to submit a cover letter, updated CV and a completed P-11 form to the email address below:

[vacancy.gambia@unfpa.org](mailto:vacancy.gambia@unfpa.org)

The closing date for submission of applications is 6<sup>th</sup> October 2017. All applications should be clearly marked “**Application for the Position of Programme Analyst Adolescents and Youth**”

You may also access this vacancy through the UNFPA link below:

<http://gambia.unfpa.org/en/vacancies>

OR

[https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_PRE&Action=A&TargetFrameName=](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_HM_PRE&Action=A&TargetFrameName=)