



JOB DESCRIPTION

Official Job Title:	Programme Analyst Monitoring and Evaluation/Supply Chain Duty Station: Banjul	
Grade (Classified)	NO-B	
Post Number:	00123846	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	Division of Human Resources (DHR)	Date: August 2017

1. Organizational Location

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 **Programme Analyst Monitoring and Evaluation/ Supply Chain**.

Under overall guidance and supervision of the Representative and direct supervision of the Assistant Representative, the Programme Analyst Monitoring and Evaluation/Supply Chain substantively contributes to the effective planning, quality assurance, reporting, monitoring and evaluation, and evidence generation related to UNFPA activities in the areas of Data and Population Dynamics, Integrated Reproductive Health, Gender Equality and GBV prevention and response, Adolescent and Youth SRH and Humanitarian response. The incumbent will play an important role in improving the quality and results orientation of UNFPA-supported policy and programme interventions, and in developing institutional and national capacity in results-based management (RBM). He/she contributes to UN-wide monitoring and evaluation activities of the UNDAF. He/she analyses and assesses relevant political, social and economic trends and provides substantive inputs to project formulation and evaluation, joint planning, quality assurance of plans and reports and programming initiatives and other national development frameworks.

The Programme Analyst Monitoring and Evaluation/Supply Chain is located in The Gambia Country Office (CO).

2. Major Activities/Expected Results

- Provides timely and effective technical support on monitoring and evaluation to UNFPA programme team and implementing partners at national and regional levels, especially towards the development, the implementation and progress tracking of the Country Programme Document (CPD) and the implementation results frameworks;
- Facilitates and substantively contributes to the development of monitoring indicators, monitoring calendars, and field monitoring plans, etc. for the country programme, country programme action plan, UNDAF monitoring plan and joint workplans;
- Leads the planning, monitoring and reporting in SIS
- Responsible for logistics management and documentation for the RHCS and RH programmes;
- Ensures availability (including collecting and maintaining) of high quality data for country, regional and global corporate reports, mid-term reviews and final evaluations.
- Provides technical and programmatic support to programme reviews, documentation and reporting; including organizing programme and project evaluations where relevant and ensuring UNFPA evaluation quality standards and procedures are adhered to;

- Monitors the progress of all core and non-core funded programme and projects and ensures quality of implementation;
- Conducts annual appraisal of programme/project results as per established monitoring framework and reporting on consolidated results;
- Assists in knowledge sharing of results, lessons and experiences of provincial programme and projects;
- Substantively contributes to the institutional capacity building for planning, monitoring and evaluation, and develops relevant tools for monitoring and reporting activities in the UNFPA Country Programme, in line with UNFPA monitoring and evaluation guidelines and procedures;
- Contributes to strengthening the capacity of national counterparts, especially UNFPA implementing partners, on monitoring and evaluation, costing and programme reporting;
- Substantively contributes to the development, harmonization and introduction of corporate monitoring and evaluation tools, modules, working papers and guidance notes for the effective implementation of the monitoring and evaluation systems at the country and provincial levels;
- Initiates the improvement of Results Based Management, Monitoring and Evaluation, and strategic information reporting systems in the country office especially within the programme team;
- Supports the mobilization of resources in support of the country programme, including CO's engagement in national and regional advocacy efforts on RH commodity security.
- Documents procurement needs based on national forecasting and quantification exercise.
- Provides the necessary support to recipients of UNFPA procurements to respond to challenges regarding delivery of the procured commodities.
- Work with PSB delivery schedule and liaise with local consignees and medical stores to ensure adherence to the schedules.
- 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
- Represents UNFPA in related inter-agency meetings and working groups regarding procurement and logistics and supply chain management.
- Entry of procurement needs into ATLAS procurement module and regularly updating of CHANNEL
- Represents the Country Office in the Monitoring and Evaluation Group and any other relevant group
- Performs any other duties as assigned by the Representative.

3. Work Relations

The Programme Analyst 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. S/he 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.

4. Job Requirements

Education:

Advanced degree or equivalent in Statistics, Economics, Development, Business/Public Administration and/or other related social science field

Knowledge and Experience:

- Three years of increasingly responsible professional experience in planning, designing and management of development programme and projects;
- Substantive knowledge and practical experience in monitoring and evaluation in development work; experience in humanitarian rapid assessment, monitoring and evaluation is an asset;
- Knowledge on monitoring indicators for population and development, sexual and reproductive health, and gender;

- Experience in monitoring and evaluation of the UN joint programmes is an asset;
- Client oriented and strong team work;
- Strong communications and writing skills in English;
- Proficiency in current office software applications.

Required Competencies:

Core Competencies:

Values/Guiding Principles: Integrity/commitment to the organisation and its mandate/cultural sensitivity/valuing diversity

Developing people: developing people/coaching and mentoring/performance management/fostering innovation and empowerment

Personal leadership and effectiveness: Analytical and strategic thinking/Results orientation/commitment to excellence

Building Management Relationships: Working in teams/communicating information and ideas/self-management/emotional intelligence/conflict management/negotiating and resolving disagreement

Functional Competencies:

- *Results-based programme development and management* – Contributes to the 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 rigor 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.
- *Leveraging the resources of partners/ building strategic alliances and partnerships* – Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and share information. Analyzes selected materials for strengthening strategic alliances with partners and stakeholders.
- *Advocacy/ advancing a policy oriented agenda* – Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts, and takes opportunities to advocate UNFPA's mandate.
- *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 is required.

5. 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 6th October 2017. All applications should be clearly marked “**Application for the Position of Programme Analyst Monitoring and Evaluation/Supply Chain**”.

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=