



## JOB DESCRIPTION

Official Job Title:	Programme Analyst Partnership and Advocacy	
	Duty Station: Banjul, The Gambia	
Grade (Classified)	NO-B	
Post Number:	00123851	
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 Partnership and Advocacy**.

The job is located in the Gambia Country Office under the guidance and direct supervision of the Representative. The programme analyst will also have working relations with the operations and programme staff members.

In light of the resource constraint to the organisation leading to consistent reduction in country office allocations and the new opportunities for resource mobilisation available to the Gambia, the Programme Analyst for Partnership and Advocacy will support the Country Office in forging new partnerships, lead strategic engagements, donor relations and resource mobilisation efforts aimed at mobilising funds to cover the resource gaps in the Gambia Government/UNFPA 8<sup>th</sup> Country Programme 2017-21.

### 2. Major Activities/Expected Results

- S/he Supports the Representative to manage and lead the resource mobilization efforts of the office through the development and implementation of the CO's Fundraising Strategy
- S/he manages a partnership database and support the Representative in maintaining and forging new partner relationships in and out of the Gambia that advance the mandate of UNFPA
- S/he establishes a monitoring system that tracks progress on the fundraising, communications and other related strategies and plans; and ensure quality assurance of all products coming out of the communications, knowledge management and resource mobilization areas
- S/he supports CO engagement in and out of country; conducts donor mapping and timelines and coordinates UNFPA flagship events such as WPD, SWOP
- In close collaboration with the Communications Analyst, develop a Communications strategy to enhance advocacy and visibility
- Analyses and interprets the political, social and economic environment relevant to population and development; and identifies opportunities for partnership and resource mobilisation for effective programme implementation.
- Keeps abreast of new policy developments and strategies analysing policy papers, strategy documents, national plans and development frameworks as well as their operationalization at country level
- Addresses policy issues and provides substantive inputs to facilitate policy dialogue and the positioning of UNFPA mandate in national development plans.
- Assists advocacy and resource mobilization efforts of the Country Office by analysing and monitoring national health sector funding, devising advocacy strategies that lead to increased funding, preparing

relevant documentation (e.g. project summaries, conference papers, speeches, donor profiles) and participating in donor meetings and public information events.

- Builds strong technical and programme multi-sectoral partnerships for advocacy for ICPD agenda through national institutions, networks, alliances and coalitions.
- Exchanges relevant information and maintains an open line of communication with colleagues and counterparts to ensure that synergies across programming activities are obtained.
- Actively participates in CO and programme unit team meetings.
- Undertakes capacity building initiatives, for staff and counterpart government institutions on issues pertaining to population and development to enhance efficiency.
- 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

### 3. Work Relations

The Programme Analyst maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues and support resource mobilisation efforts. S/he must effectively influence counterparts from diverse backgrounds to contribute to achieving UNFPA's mandate.

Internal contacts include the Representative, Assistant Representative and 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. As and when required, contact will also include collaborations with UNFPA technical advisers on resource mobilisation, advocacy, partnerships, population and development at regional and headquarter levels.

### 4. Job Requirements

#### **Essential qualifications and experience**

- Advanced University degree in Economics, Business Administrations, Development Studies, or population related field
- **Minimum of 5 years** professional experience in the area of advocacy, partnership, resource mobilisation, programme management and coordination
- Fluency in English, knowledge of another UN language is an advantage

#### **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
- Training and facilitation skills
- Ability to conduct operational/interventional research

##### 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

**Required Skill Set:** External and internal communication and advocacy for results mobilization, Delivering results based programmes, Building strategic alliances and partnerships, Mobilizing resources, and Facilitating quality programme results

## 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 6<sup>th</sup> October 2017. All applications should be clearly marked **“Application for the Position of Programme Analyst Partnership and Advocacy”**.

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=)