



JOB DESCRIPTION

Official Job Title:	Programme Analyst Reproductive Health and Commodity Security (RHCS) Duty Station: The Gambia	
Grade (Classified)	NO-B	
Post Number:	00123844	
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 and Job Purpose

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 Reproductive Health and Commodity Security (RHCS)**.

The Programme Analyst ensures the effective management of UNFPA supported Reproductive Health Commodity Security related programmes, comprising of family planning commodities and maternal health life-saving medicines. S/he also oversees procurement planning, forecasting and budgeting, procurement ordering, inventory tracking and monitoring, reporting, logistics management information systems, policy and advocacy. The Programme Analyst will also have working relations with the operations and programme staff members, considering the commodity requirements across the country programme.

The job is located in the Gambia Country Office under the guidance and supervision of the Representative.

2. Major Activities/Expected Results

- Support design and implementation of the Country Programme component on Reproductive Health Commodity Security, including supply and demand related interventions required to ensure quality RH commodities are available in the right quantities at the right place and as at when needed,
- In liaison with government, facilitates the development and implementation of national RHCS plan and strategies that are aligned with regional and global plans and commitments, including prioritized strategies for Reproductive Health Commodity, Supply chain, quality assurance in the context of National strategies, regulations and standards.
- Provides technical backstopping with UNFPA team and/or other international consultants to government and partner counterparts as required in the areas of evidence-based and costed RHCS programmes, commodity forecasting, planning procurement, shipment and transportation, supply chain, warehouse management, last mile distribution, quality assurance, demand generation for FP.
- Oversees programme implementation by UNFPA supported implementing partners (both government and other partners) on the RHCS programmes.
- Facilitate the effective implementation of a robust Logistics Management Information system for RH commodities to ensure timely and effective delivery and utilization at service delivery points,
- Helps develop and document programme and policy relevant knowledge about current and emerging FP trends, by analysing programme strategies, approaches and on-going experience for lessons learned, best practices, for use in knowledge sharing and planning future strategies.
- Undertakes reporting for RHCS global programme as required and contributes to UNFPA country office, regional and global corporate reports
- Analyses reports on Reproductive Health Commodity Security programme and provide periodic succinct briefs on progress towards achieving measurable results, using existing monitoring and evaluation tools;
- Identifies constraints and resource gaps and recommend actions required to meet the needs, while also

supporting the development of investment cases to meet RH commodity needs in the country.

- Monitors projects expenditures and disbursements across all contributing funding sources to ensure delivery is in line with approved project budgets and targeted delivery levels.
- Serves as liaison for and focal point on UNFPA Supplies and sits on the RHCS National Coordination Committee
- Supports the Country office engagements in partner and government coordination mechanisms related to RHCS policy and programmes, including targeted institutional and technical capacity building at national, provincial, district and health facility levels
- 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.
- 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
- Report on RHCS global programme progress quarterly and annually, report on issues discussed and decisions made on Logistic Supply Management TWG meeting, contribute to CO annual reports (SIS). Performs any other duties as assigned by the Representative.

3. Work Relations

Internal work relation: Support programme implementation on UNFPA Supplies, liaise with West and Central Africa Regional Office (WCARO), Head Quarters and UNFPA liaison offices on programme and RH commodity procurement, reports to the Women RH Cluster lead,

Key internal meeting: Bimonthly programme meeting, quarterly all staff meeting.

External work relation: Represents UNFPA in MoH and relevant stakeholder for a particularly on FP and logistic supply issue, participates in various technical working groups involving NGOs, CSO, DPs lead by the MoH.

Key External meetings: Quarterly Pharmaceutical Logistic Partners Meeting, Monthly Logistic Supply Management TWG, monthly FP TWG meeting, technical meetings relevant to FP/RH (at various periods)

4. Job Requirements

Essential qualifications and experience

- Advanced University degree in public health or population related field
- **Minimum of 5 years** professional experience in the area of FP programme, logistics supply chain system
- Fluency in English, knowledge of another UN language is an advantage

Required Competencies:

- i. **Values:** Exemplifying Integrity, Demonstrating commitment to UNFPA and the UN System, Embracing diversity, Embracing change
- ii. **Core Competencies:** Achieving results, Being accountable, Developing and applying professional expertise, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact
- iii. **Managerial Competencies:** Engaging internal/external partners and stakeholders, Leading, developing and empowering people/ creating a culture of performance, Making decision and exercising judgment

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 6th October 2017. All applications should be clearly marked **“Application for the Position of Programme Analyst Reproductive Health and Commodity Security (RHCS)”**.

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=