



Terms of Reference Programme Assistant (Population and Development)

Post Title:	UNFPA Programme Assistant (Population and Development)
Position number:	Short term assignment
Type of Contract:	Service Contract
Post Level:	SB-3
Duty Station:	Phnom Penh, Cambodia
Duration of Appointment:	Initially 12 months (with possibility of extension)
Organisational Unit:	UNFPA Cambodia Country Office, based at the Ministry of Planning

Job purpose and organisational Setting:

UNFPA is supporting the RGC with the implementation of the International Conference on Population and Development Programme of Action (ICPD-PoA) including the Government's commitment on ICPD25 after Nairobi Submit. As part of its current programme cycle of assistance to the Royal Government for Cambodia (6th Country Programme 2019-2023), Ministry of Planning, UNFPA seeks to recruit a professional for a period of 12 months to work with the UNFPA team and to support the government in the roll out of the Annual Work Plan.

The Programme Assistant (Population and Development-PD) will be based in the Ministry of Planning. Under the overall guidance of UNFPA Representative and direct supervision of the Population and Development Analyst, s/he will provide day-to-day operational programme support to the management and work of the PD programme. S/he will liaise directly and coordinate with: 1) the National Institute of Statistics; 2) the General Directorate of Planning; and 3) the General Secretariat for Population and Development of the Ministry of Planning, to ensure the successful implementation of annual workplan of the programme.

Duties and Responsibilities:

Support to the preparation of the Annual Work Plan

- Provide support to the PD Programme Analyst in preparing and updating the Annual Work Plan (AWP); prepare budget revisions if and when required.
- Work closely with technical team of MoP and UNFPA to ensure that both activities and budget of the AWP correctly inter into online system and get it approved in a timely manner.
- Oversee implementation of the AWP with MoP, and possibly with other implementing partners as part of UNFPA's support to the ministry, and support the resolution of bottlenecks affecting the achievement of results.
- Proactively contribute to day-to-day annual workplan implementation and ensure compliance with the UNFPA programme and financial rules and regulations, including inventory, OFA management and NEX audits.
- Assist in monitoring and reporting the progress in implementation of AWP including expenditures against approved budget on a regular basis through quarterly and annual programme review meetings between MoP or government counterparts and UNFPA; and/or through a carrying- out regular field visits to targeted provinces if deems necessary.
- Assist in a conduct of Data for Development (D4D) meeting on a regular base and other meetings and workshops under AWP supported by UNFPA including preparation of agenda, invitation, meeting minutes, briefing notes and speeches/talking points of related events/meetings.
- Assist MoP in maintaining proper records of documents and drafting correspondence such as letters and memos for work related to UNFPA.

- Advise PD analyst on the day-to-day situation of new emerging issues related to data and statistics of MoP, and of relevant development partners and UN agencies.
- Establish effective working relationship with MoP, government counterparts and relevant development partners and UN agencies.
- Work closely with UNFPA Country Office colleagues especially the relevant Operations team to ensure relevant regulations and rules are applied properly by the counterparts.
- Participate in regular programme staff meeting and other relevant meetings as assigned by the UNFPA country office.
- Carry out any other tasks as requested by PD analyst and UNFPA Country Office
- Provide technical assistance and ensure follow-up for implementation of the workplan related to the following areas:

1. Support to the Data and Statistics:

- Coordinate UNFPA’s external technical and financial inputs/assistance in the planning, organization, execution and management in support of the National Strategy Development of Statistics,
- Provide support to the existing committees and their national event related to data and statistics to ensure that its mandate is successfully implemented;
- Assist in the preparation, publication and dissemination of the Cambodia DHS results
- Oversee financial management, especially the Census, Cambodia Demographic and Survey (CDHS) project, and other related surveys in accordance with UNFPA rules and procedures and as part of the Annual WorkPlan.
- Assist in preparing presentations and updates on the progress of the census and CDHS to Stakeholders such as UN agencies, donors, parliamentarians and civil society organizations;
- Draft and translates letters, meeting minutes and other documents necessary for programme and project management, helps with preparation of the presentations as may be assigned by country office management and/or direct supervisor; and
- Provides logistical support to programme activities (project missions, study tours, trainings, conferences and workshops) including travel arrangements, accommodation, collecting supporting documents and organizing the venue.

2 Support to the development of national policies and development frameworks.

The incumbent is required to provide administrative and technical support to the process of formulation, implementation, review, and reporting of the National Population Policy (NPP) and integration of population dynamics into the National Strategic Development Plan (NSDP), Cambodia Sustainable Development Goals (CSDGs) Framework. The support will include, among others, the following:

- Contribute to a process of conceptual frameworks of a policy formulation and its action plan,
- Contribute to the monitoring and reporting of the population dynamics, particularly as it relates to the NPP, NSDP, and CSDGs
- Support to the undertaking of population situation analysis;
- Support to development/review of tools on integration of population variables for use by the national and provincial planning department staff in their planning;
- Coordinate the preparation and follow-up of the NPP and its action plan with performance indicators and Monitoring and Evaluation (M&E) matrix;
- Provide support to the existing committees, especially “the Special Committee to Overseeing the ICPD PoA Implementation after the Nairobi Summit” to ensure that its mandate is successfully implemented; and
- Incorporate comments, inputs and finalize the draft within the stipulated time frame.

Core Competencies

- Commitment to UNFPA Values and Guiding Principles;
- Innovation and Empowerment/Performance Management;
- Team Work/Communication/Self-Management;
- Commitment to Excellence/Decision Making;
- Knowledge Sharing and continuous Learning;
- Able to promote teamwork between UNFPA and its partners as well as within the organization including transparent Decision Making
- Client orientation

Functional Competencies

- Conceptual innovation in the provision of technical expertise
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships
- Job knowledge/technical expertise
- Adaptation/application of knowledge in different contexts
- Integration in a multidisciplinary environment

Qualifications and Experience:

- Advanced University degree in Public Policy, Business Administration, Statistics, Finance, Economics, Population Studies, Demography or other relevant field
- A minimum of five years of relevant experience related to management of development programme, especially analytical inputs for the development of budgets, financial plans or analysis in the country.
- Knowledge of rights-based approach in social development.
- Good knowledge and understanding of the population issues in Cambodia
- Working experience in policy analysis, and advocacy for population in the context of poverty reduction and sustainable development; and working experience in communication and advocacy including editing and presentation related works.
- Demonstrated experience in strategic planning, results-based management and reporting, formulation and monitoring of projects/programmes.
- Fluency in written and spoken Khmer and English, and efficient use of IT equipment and computer including Microsoft Office package (e.g. Word, Excel) and other standard software packages and systems and; knowledge of UN languages desirable.

The detailed Terms of Reference is posted on the UNFPA Cambodia Country Office website accessible via URL <http://countryoffice.unfpa.org/cambodia/>

Interested applicants are requested to send their CV and P11 form which can be accessed through (<https://cambodia.unfpa.org/en/vacancies/programme-assistant-population-and-development>) along with a cover letter to UNFPA's Office in Phnom Penh by e-mail to Cambodia Office (cambodia.office@unfpa.org) **by 31 May 2020.**

UNFPA aims at delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.