



Programme Associate

Job title:	NATIONAL POST, Programme Associate
Level:	ICS 6 (GS 6)
Position Number:	00010603
Location:	Phnom Penh, Cambodia
Full/Part time:	Full Time
Fixed term/Temporary:	Fixed-Term Appointment
Rotational/Non Rotational:	Non Rotational
Duration:	One Year (Renewable)

The Position:

The Programme Associate supports the design, planning and management of UNFPA's country programme by managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations.

You will report to the Assistant Representative or Programme Specialist / Programme Analyst.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

UNFPA Cambodia's 6th Country Programme (CP) 2019 – 2023 has three outcomes (i) sexual and reproductive health and rights; (ii) adolescents and youth; and (iii) population dynamics and data, with gender as cross-cutting. The new 7th country programme starting in 2024-2028 will build upon the 6th UNFPA country programme with a focus on advancing UNFPA's three transformative results: ending maternal deaths, ending unmet need for family planning and ending gender based violence.



You will play an instrumental role in facilitating UNFPA's country programme and project implementation, supporting design, planning and management, in the areas of population and development, reproductive health and gender.

You will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information, developing appropriate mechanisms and systems and ensuring compliance with procedures.

Main Tasks & Responsibilities You would be responsible for:

- Participating in the formulation of the country programme and component projects, by compiling and analysing information relevant to the UNFPA's role in the country, drafting project documents and work plans and preparing tables and statistical data.
- Supporting the evaluation of project and programme activities, establishing ways to assess achievement and recommending corrective action as required; conducting field visits; participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports.
- Guiding routine implementation of assigned projects, in coordination with national counterparts and project personnel, coordinating delivery of project inputs; and ensuring participation of national counterparts in training activities and study tours.
- Providing logistical support to projects by coordinating project related meetings, workshops and events. Training and guiding project personnel and staff on national execution and programme policies and procedures.
- Supporting advocacy and resource mobilisation efforts of the CO, by establishing and maintaining a network of donor and public information contacts. Assisting with organizing and conducting donor meetings and public information events, including preparing relevant background material for these events.
- Assisting in implementing knowledge management and communications and advocacy strategies to capture lessons learned and best practices, sharing these with management for future planning

Qualifications and Experience

Education:

Completed Secondary Level Education required. First level university degree in management, finance, economics or other social sciences related disciplines is desirable.



Knowledge and Experience:

- Minimum of six years of relevant experience in programme / project management and administration is required.
- Proficiency in current office software applications and corporate IT systems.
- Previous experience in the UN is an advantage;
- Strong interpersonal and organizational skills;
- Good writing and communication skills.

Languages:

Fluency in both written and spoken English and Khmer. Knowledge of other official UN languages is desirable.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> ▪ Exemplifying integrity ▪ Demonstrating commitment to UNFPA and the UN system ▪ Embracing diversity in all its forms ▪ Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> ▪ 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
<p>Core Competencies:</p> <ul style="list-style-type: none"> ▪ Achieving Results ▪ Being Accountable ▪ Developing and Applying Professional Expertise/Business Acumen ▪ Thinking analytically and Strategically ▪ Working in Teams/Managing Ourselves and our Relationships ▪ Communicating for Impact 	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.



UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.

Disclaimer

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