



Programme Associate

Job title:	Programme Associate (Gender)
Level:	GS-6
Position Number:	203482
Location:	Colombo, Sri Lanka
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Programme Associate, Gender is located in the UNFPA Sri Lanka Country Office (CO), Colombo to support effective Country Programme and project delivery addressing the immediate humanitarian needs, supporting national capacity building and ensuring an integrated continuum approach across the humanitarian-development nexus.

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

You will report to the Programme Analyst Gender and Women's Rights.

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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better".

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:

As the Programme Associate, Gender, you will play an instrumental role in supporting UNFPA's country programme and project implementation, supporting design, planning and management, in the areas of gender and women's rights.

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

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.
- Providing support to the implementation of Country Programme initiatives with focus on the areas of Gender and Women's Rights.
- Supporting the monitoring and evaluation of project and programme activities, conducting field visits; and preparing regular inputs for compliance status and progress reporting.
- Supporting operational implementation of assigned projects, in coordination with national counterparts and project personnel, coordinating for delivery of project inputs; and ensuring participation of national counterparts in training activities and study tours.
- Supporting the implementation of last mile assurance activities for Gender programme, including Implementing Partners (IP) monitoring and assurance activities.
- Providing logistical support to projects by coordinating project related meetings, workshops and events. Facilitate the training and guiding of project personnel and staff on national execution and programme policies and procedures.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, fostering innovation for better information exchange and programme delivery.

Education:

Completed Secondary Level Education required. First level university degree is desirable.

Knowledge and Experience:



- 6 years of relevant experience in programme support with the UN, humanitarian or development agencies, or other similar project environments;
- Proficiency in current office software applications and corporate IT systems.

Languages:

Fluency in English is required. Fluency in Sinhala and/or Tamil is required.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• 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, health insurance and other benefits as applicable.

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>