**Programme Analyst**

**Job title: Programme Analyst, Monitoring and Evaluation**

**Level: NO-B**

**Position Number:**

**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 Analyst, Monitoring and Evaluation (M&E) is located in the UNFPA Sri Lanka Country Office, 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 Analyst analyses and assesses relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA’s programmes.

You will report to the UNFPA Representative.

**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”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:**

Working within a large and complex Sri Lanka Country Office (CO) environment, you will support the effective management of UNFPA activities in the areas of population and development, reproductive health and gender. Through substantive analysis and assessment of political, social and economic trends, you will contribute to project formulation and evaluation, joint programming initiatives and national development frameworks.

You will monitor results achieved during implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.

**You would be responsible for:**

* In collaboration with Government counterparts, NGOs and other partners, contributing to the design and implementation of the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures.
* Ensuring appropriate monitoring and oversight mechanisms and systems are established and implemented.
* Analysing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention.
* Analysing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
* Assessing implications of new policy developments and strategies on programme execution, and ensuring their integration.
* Establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs.
* Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning supporting training needs of project personnel
* Supporting the advocacy and resource mobilisation strategy of the CO, by ensuring preparation of relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in related meetings and public events.
* Contribute to the institutional capacity building for planning, monitoring and evaluation, and develop relevant tools for monitoring and reporting activities in the UNFPA Country Programme for Sri Lanka, following Corporate guidelines;

* Substantively contribute to the development, harmonization and introduction of Corporate Planning and M&E tools, modules, working papers and guidance notes for the effective implementation of M&E systems in Sri Lanka Country Programme;

* Initiate the improvement of Results Based Management, Monitoring and Evaluation, and strategic information reporting systems in the Sri Lanka Country Office;

**Qualifications and Experience:**

**Education:**

Advanced degree in Research, Statistics, Economics, Development, or other related social science disciplines.

**Knowledge and Experience:**

* Minimum two years of strong field experience in monitoring, evaluation, accountability and learning aspects of humanitarian or development projects with the UN, humanitarian or development agencies, or other similar project environments;
* Experience using office software packages, web-based management systems, specialized tools and platforms related to research, data collection and analytics.

**Languages:**

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

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * 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 mobilisation |
| **Core Competencies:**   * 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