



National Program Analyst Gender/Gender-Based Violence (GBV)

Job title:	National Program Analyst – Gender/GBV
Level:	NOB
Position Number:	00077956
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 National Program Analyst – Gender/GBV will support the Gender portfolio in the Sri Lanka Country Office (CO). The incumbent analyses and assesses relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA’s programme/project related to gender equality and women’s empowerment in Sri Lanka, especially prevention of and response to gender-based violence.

You will report to the Head of Programs.

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 to accelerating progress toward 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 who transform, inspire, and deliver high-impact and sustained results; we need staff who are transparent, and exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in Program results.



Job Purpose:

In the context of UNFPA's 10th Program of Assistance (Country Program) 2023-2027 with the Government of Sri Lanka, UNFPA supports the Government in areas of sexual and reproductive health and reproductive rights (SRHR), gender equality, youth empowerment, and peacebuilding, as well as data for development. The National Program Analyst – Gender and GBV will analyze and assess relevant political, social, and economic trends and provide substantive inputs to project formulation and evaluation, joint programming initiatives, and national development frameworks, guides and facilitates the delivery of UNFPA's programs on gender and GBV by monitoring results achieved in the implementation, establishes and maintains collaborative relationships with counterparts in government and civil society and effectively influences counterparts from diverse backgrounds to jointly contribute to achieving intended results and is a substantive contributor to the Program team in the Country Office.

You would be responsible for:

Substantive and policy-related contributions:

1. Serves as focal point for gender and GBV in the country office, keeping abreast with recent developments in the field including UNFPA policies, strategies, and guidelines; updates UNFPA management and colleagues as appropriate including through learning sessions and provides inputs as required to other Program areas.
2. Analyses and interprets relevant socio-economic and socio-demographic data regularly to identify opportunities for possible policy interventions in the areas of direct interest to UNFPA: Gender and GBV dimensions of development planning/ and budgeting with a strong focus on the challenges of Sri Lanka's demographic transition.
3. Contributes substantively to the formulation and design of the country Program and its component projects in line with Government priorities and according to UNFPA Program policies and procedures. Ensures quality of Program/project design incorporating lessons learned, newly developed policies, and best practices.

Program portfolio management, monitoring, and reporting:

1. Leads the Country Program implementation within her/his Gender and GBV Program portfolio. Ensures results-oriented Program delivery, including timely and efficient delivery of the Program.
2. Works closely with relevant colleagues to develop the capacity of implementing partners in results-based management, financial accountability, monitoring, and evaluation.
3. Program management:
 - Working closely with the UNFPA colleagues and implementing partners, develops, reviews, and updates annual work plans including by using Atlas modules.
 - Ensures timely and efficient provision of technical backstopping; identifies and plans for technical assistance in the annual work plan, prepares terms-of-reference and formal requests; liaises with UNFPA regional technical advisers.



- Working in a team with UNFPA operations staff, ensuring timely and efficient UNFPA- implemented procurement; following up on procurement by implementing partners to ensure timely delivery and adherence to approved specifications.
- Identifies and plans for project personnel and consultants, prepares terms-of-reference and related memoranda and works in a team with UNFPA operations staff to ensure timely and efficient recruitment.
- Initiates and manages implementation of research and studies. Coordinates and participates in appraisals and needs assessments.

4. Results reporting:

- Follows up with implementing partners and contractors to ensure timely submission of substantive progress reports; works with reporting partners to ensure quality of reporting.
- Analyzes and reports on Program progress in terms of achieving results; identifies constraints and resource deficiencies and recommends corrective action to implement partners and UNFPA management.
- Prepares substantive progress reports on UNFPA-implemented activities of annual work plans.
- Prepares relevant sections of UNFPA corporate reporting including country office annual report and UNDAF annual reports.
- Prepares donor progress reports.

Partnerships and environmental scanning:

1. Analyzes and reports on the political, social, and economic environment relevant to the portfolio and identifies opportunities and implications for UNFPA. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans, and development frameworks. Prepares briefs and inputs for policy dialogue, technical assistance coordination and development frameworks. Prepares regular reports to UNFPA management.
2. Maintains collaborative relationships with implementing partners at national and district levels, experts, government counterparts and other UN agencies to enable implementation of UNFPA supported interventions.
3. Under guidance from UNFPA management, participates in and reports from relevant external meetings, working groups, and coordination forums, including in context of UN Country Team and the UN Development Assistance Framework in Sri Lanka. Prepares notes to file and keeps UNFPA management abreast.

Communication and advocacy:

1. Prepares knowledge assets based on analysis of Programs, projects, strategies, approaches, and ongoing experience for lessons learned and best practices, and shares with management for use in knowledge sharing and planning future strategies. Facilitates exchange of information and best practices within and outside UNFPA.
2. Working closely with the country office communication team, support the implementation of the Country Office Advocacy and Communication Plan about her/his portfolio. Maintains a set of briefing notes/fact sheets on her/his portfolio for use by management in communication and advocacy.



3. Assists resource mobilization efforts of the Country Office by, inter alia, drafting proposals, preparing project summaries, and speeches, and by participating in donor meetings and public information events.
4. Draft country office responses to headquarters and regional office inquiries, questionnaires, and surveys.
5. Draft official correspondence about the assigned portfolio.

Qualifications and Experience:

Education:

- Master's degree in economics, law, social sciences, or other fields related to women's rights, gender and gender-based violence.

Knowledge and Experience:

- Minimum of 2 years of relevant professional experience in Program/project management. preferably in the area of gender/gender-based violence.
- Familiarity with UN procedures and working methods, particularly with UNFPA's agenda, policies, and procedures is highly desirable.
- Experience using office software packages and web-based management systems.

Languages:

- Fluency in English, including excellent writing and communication skills, with working knowledge of Sinhala and/or Tamil.

Required Competencies:

Values: <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	Functional Competencies: <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 Programs• Internal and external communication and advocacy for results mobilization
Core Competencies: <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>