**Programme Analyst**

**Job title: Progaramme Analyst**

**Level: NOB**

**Position Number: 00193978**

**Location: Beirut, Lebanon  
Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

**Rotational/Non Rotational: Non Rotational**

**Duration: One year** (*Renewable on condition of satisfactory performance and funding availability, and up to the limit of the project lifespan*)

**The Position:**

The Progaramme Analystwill oversee the implementation of UNFPA activities related to the GBV/SRH integration package adopted under several projects/interventions. He/she will be responsible for the effective and efficient day-to-day management of the project(s) especially ‘Provision of Lifesaving, Integrated Services on Sexual and Reproductive Health and Gender-Based Violence in Lebanon’ funded by ECHO. S/he will guide and facilitate the implementation and delivery of the programme outcomes ensuring the appropriate application of UNFPA policies and procedures and donor requirements as well as ensuring promotion of GBV/SRH integration package across UNFPA programme.

The Progaramme Analystwill report to the Humanitarian/GBV Coordinator– who provides technical and programmatic leadership to the project management, under the overall supervision of the Head of office.

**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 (2022-2025), 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:**

The Progaramme Analystwill manage the project and work with the implementing partners across the different field locations, in order to guarantee its smooth implementation and ensure fluid communication between all involved partners and stakeholders (Government counterparts, UNFPA Country Office, Civil Society Organizations and Development partners and donors)

**You would be responsible for:**

* Ensuring that all IPs understand the scope of the project as well as the results expected from them.
* Supporting the development, timely submission, implementation and monitoring of work plans and budgets
* Making schedules of what needs to be completed by what date, as well as of regular progress monitoring meetings.
* Compiling and maintaining quarterly project reports and minutes of meetings as well as follow up on implementation of actions agreed upon; and ensuring financial and narrative reports are received from IPs in a timely manner
* Preparing and timely submitting quarterly as well as annually project reports (financial and narrative) accordingly and as required by the donor.
* Ensuring regular reviews and adjustments are made based on operational matters to ensure optimum results. Bring to the attention of the supervisor challenges in a timely manner and propose solutions and alternative strategies for achieving results.
* Contributing to the creation and sharing of knowledge by summarizing and documenting results, lessons learned and good practices from the implementation of the project and the GBV/SRH implementation package.
* Participating actively in meetings and reviews and undertake regular monitoring missions to assess progress of implementation.
* Assisting in various activities such as budget monitoring and in meetings with Management.
* Ensuring project partners and stakeholders working on related activities are communicating adequately with each other to minimize duplication and enhance synergies.
* Working closely with technical/programme unit and other relevant partners of the project to ensure effective planning, implementation and monitoring of the project activities and shared results.
* Communicating with relevant partners and stakeholders involved in the implementation of the project to identify effective solutions to common challenges.
* Organizing the process of mid-year and annual project reviews through preparation of various documents and sharing of progress of implementation and lessons learned.
* Contributing to the process of mid-year and annual programme reviews through preparation of various documents and sharing of progress of implementation and lessons learned.
* Any other tasks, as assigned by the supervisor or the Head of office

**Qualifications and Experience**

**Education:**

Master’s degree in public health, Population studies, Management, Social Science, or other related fields.

**Knowledge and Experience:**

* At least 2 of professional experience in managing GBV and/or SRH/maternal health programmes, with strong program/project management and coordination knowledge.
* Practical experience in monitoring and evaluation of development projects.
* Result oriented, with proven experience in using results-based management tools.
* Experience in Knowledge management and evidence-based advocacy.
* Good understanding of humanitarian response, government systems, particularly in the budget development areas.
* Experience using office software packages and web-based management systems.

**Languages:**

Fluency in English and Arabic 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 mobilization. |
| **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. | **Managerial Competencies:**   * Providing focus * Engaging in internal/external partners and stakeholders * Leading, developing and empowering people creating a culture of performance * Making decisions and exercising judgment |

**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>