



UNFPA

## Programme Associate

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Programme Associate, G6, Sarajevo

Duty Station: Sarajevo, Bosnia and Herzegovina

Type of Post: Fixed Term

Deadline: 2024-12-04

### Job Description

#### 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.

The Programme Associate is located in the Country Office (CO), and works under direct supervision of the SRH and Youth 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 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:

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

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.

#### 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 with special focus on SRH.
- 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 the collaboration with UNFPA partners, ministries of health, and local authorities in implementation of UNFPA CPD activities;
- Performing Quantum roles and preparation of either requisitions or the POs for all the activities; Checking FACE and other programme related reports
- Supporting organization of procurement and HR processes in accordance with procurement and recruiting rules and regulations;
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning.
- Performs other duties as may be required and requested by the supervisor.

#### Qualifications and Experience:

##### Education:

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

##### Knowledge and Experience:

- Six (6) years of relevant experience in programme/ project management or three (3) years of experience with a first level (or advanced) university degree.
- Previous experience in implementation of UN projects preferred
- Background and knowledge on SRHR preferred

- Proficiency in current office software applications and corporate IT systems.

Languages:

Fluency in English and Bosnian/Croatian/Serbian is required

Required Competencies:

Values:

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

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

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

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - [click here to learn more](#).

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in

connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

Apply Now

**Lokacija:** Sarajevo  
**Datum objave:** 21. Nov 2024.  
**Datum isteka:** 04. Dec 2024.