



VACANTE

08 de junio de 2021.

Convocatoria: UNFPA México 017- 2021

Título: *Programme Management Associate*

Términos de referencia: Adjuntos

Duración del contrato: Un año con posibilidad de extensión

Fecha límite para la recepción de postulaciones: 23 de junio de 2021 a las 23:59 horas.

Las personas interesadas deberán llenar el formulario que se encuentra en la siguiente liga:
<https://erecruit.partneragencies.org/Programme Management Associate>

Favor de considerar que, en el formulario en el apartado de *motivational statement*, se contará con un máximo de 1500 caracteres para ingresar los motivos para aplicar a la vacante donde se deberá destacar la experiencia en relación con la vacante.

Para cualquier aclaración acerca de la vacante, favor de dirigirla a vacantes-mexico@unfpa.org indicando el número y título de la vacante.

IMPORTANTE. Esta vacante está abierta para personas con nacionalidad mexicana

Otra información relevante:

Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección.

El UNFPA está comprometido con la diversidad en el lugar de trabajo en términos de género, nacionalidad y cultura. Se anima a participar a todas las personas que cumplan con el perfil profesional solicitado, independientemente de su identidad de género.

El UNFPA tiene una política de tolerancia cero para todas las formas de explotación, abuso y acoso sexuales, ya sea contra un receptor de asistencia o compañeros de trabajo. De acuerdo con lo anterior, tomará las medidas necesarias para asegurar que las personas seleccionadas no estén descritas en las listas de personas sancionadas por causas de explotación, abuso o acoso sexual.



Programme Management Associate

Job title:	Programme Associate
Level:	GS-6
Position Number:	00169727
Location:	Mexico City, Mexico
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Programme Management 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.

You will report to the Assistant Representative or Programme Specialist / 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 new strategic plan (2018-2021), 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:

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

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.

Supervision and work relations

The Programme management associate will be working under the direct supervision of the Assistant Representative under the overall guidance of the Representative.

She/he will be working with the National Programme officers and Associates, Programme Coordinators, the Communications coordinator and the Finance and Administrative associate.



You would be responsible for:

- Provide advice to the Country Office to ensure compliance with the quality of Programmes and Projects in accordance with UNFPA program policies, Human resources approach and Results-Based Management.
- Provide substantive inputs, information and analysis for the formulation of the Country Programme Document and attached documents.
- Coordinate, provide support and guidance in planning, monitoring, reporting and evaluation activities in the programme cycle, including those related to the Compact of Commitment.
- Contribute to the monitoring of activities and results in Mexico around international frameworks, such as the 2030 Agenda for sustainable development, the Montevideo Consensus on Population and Development, or the Nairobi Commitments
- Coordinate the monitoring and evaluation of compliance within the framework of the UNFPA Three Transformative Results
- Participate in the formulation of the country programme and component projects, by compiling and analyzing information relevant to the UNFPA's role in the country, drafting project documents and work plans and preparing tables and statistical data.
- Act as UNFPA focal point in the inter-agency Task Force for Monitoring and Evaluation of the United Nations Sustainable Development Cooperation Framework (UNSDCF) in Mexico and the other relevant United Nations Interagency Working groups such as the one related to the socioeconomic response to COVID19.
- Ensure the design, use and application of monitoring and evaluation policies, procedures, systems and tools in all activities related to the Country Programme.
- Serve as liaison with the National Coordination and Evaluation Committee, which brings together the main strategic partners of UNFPA.
- Serve as a focal point for South-South Cooperation: promote the SSC strategy in the Office, with the government and main partners, as well as the United Nations System in Mexico.
- Train the office areas in the use of the results-based management approach, instruments and methodologies for monitoring and evaluation of programs and projects including South- South Cooperation
- Support the Representative and the management team in the promotion and exchange of knowledge, best practices and lessons learnt between the programmatic areas of the Office.



- Make substantive contributions through the collection of information and the analysis of the national, regional and international data context.
- Coordinate the holding of policy mapping sessions on strategic issues with the various areas of the Office and external consultants.
- Participate in the analysis of the risks and opportunities of the political environment for the program and projects.
- Support 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.
- Guide 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.
- Provide 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.
- Support advocacy and resource mobilisation efforts of the CO, by establishing and maintaining a network of donor and public information contacts. Assisting with organizing and conducting donor meetings and public information events, including preparing relevant background material for these events.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning.
- Assist in the supervision of quality assurance of Work Plans in UNFPA's ERPs in line with the Country Programme outputs.
- Coordinate and provide support in the elaboration of Programme reports, including reports to donors, annual reports, strategic reports, etc.
- Coordinate the programmatic and administrative processes to conduct Country Programme Mid Term Reviews and Final evaluations, including elaboration of ToR, selection of consultants and duly follow up.
- Provide technical assistance to Implementing partners on the monitoring and evaluation of projects.

Qualifications and Experience:

Education:

National professional with university degree in Social Sciences, Human Rights, International Relations, Advocacy.

Knowledge and Experience:



- Seven years of relevant experience in programme/ project management.
- Knowledge on Monitoring and evaluation approaches
- Proficiency in current office software applications and corporate IT systems.

Languages:

Fluency in Spanish and English

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 mobilisation
<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 plus annual leave, health insurance and other benefits as applicable.