



**VACANTE**

14 de abril de 2021.

**Convocatoria:** UNFPA México 016- 2021

**Título:** Asociada/o de Programa de Proyectos de Juventud.

**Términos de Referencia:** Adjuntos

**Duración del contrato:** Del 01 de junio<sup>1</sup> de 2021 al 31 de diciembre de 2021<sup>2</sup>.

**Fecha límite para la recepción de postulaciones:** **28 de abril de 2021 a las 17:30 horas.**

Las personas interesadas deberán llenar el formulario que se encuentra en la siguiente liga:

<https://forms.gle/EQ7v9uwqSW55kdRH9>

En el mismo formulario deberán adjuntar una carta de intención dirigida al Sr. Arie Hoekman, Representante del UNFPA en México, señalando cómo su experiencia se adecúa al perfil solicitado.

Además, deberán anexar:

- *Curriculum Vitae* y el formato P11 debidamente completado y firmado.

**Favor de tomar en cuenta que el formulario en línea no permite guardar y continuar más tarde.**

**Favor de tomar en cuenta que no es posible someter dos respuestas.**

Para cualquier aclaración acerca de la vacante, favor de dirigirla a [vacantes-mexico@unfpa.org](mailto:vacantes-mexico@unfpa.org) indicando el número y título de la vacante.

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

*El UNFPA no solicita ni indaga información sobre el estado de cualquier candidata/o con respecto al VIH o el sida, Asimismo, en ningún caso ejerce discriminación sobre la base del estatus de cada persona con respecto al VIH o el sida.*

*Debido al gran número de solicitudes esperadas, UNFPA sólo se pondrá en contacto con las/los solicitantes que haya sido preseleccionadas/os para entrevista.*

*El UNFPA está comprometido con la diversidad laboral en términos de género, nacionalidad y cultura. Todas las personas que cumplan con el perfil profesional solicitado, independientemente de su género, son alentadas a participar.*

<sup>1</sup> La fecha de inicio del contrato podrá variar dependiendo de la disponibilidad de la persona seleccionada. Sin embargo, se espera poder iniciar actividades en la fecha mencionada.

<sup>2</sup> El contrato puede extenderse más allá de esta fecha, según la evaluación de desempeño y la disponibilidad de fondos.



## **Programme Associate/ Youth projects**

<b>Job title:</b>	<b>Programme Associate</b>
<b>Level:</b>	<b>SB3</b>
<b>Position Number:</b>	
<b>Location:</b>	<b>MEXICO CITY, MEXICO</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Contract Type:</b>	<b>Service Contract</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### **Background**

UNFPA, the United Nations Population Fund, is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. UNFPA supports countries in using population data for policies and programmes to reduce poverty and to ensure that every pregnancy is wanted, every birth is safe, every young person's potential is fulfilled.

The UNFPA Country Programme in Mexico 2020-2024 contemplates adolescents and youth as key actors for development, including their role in compliance with the Sustainable Development Goals, the design of legal and programmatic frameworks focused on youth, generation of disaggregated data, as well as the promotion of substantive participation within decision making mechanisms. Interventions address implementation gaps in policy frameworks, strengthening institutional capacities at the subnational level and improving articulation with the federal level.

UNFPA Mexico Country Programme emphasizes the importance of reaching those most vulnerable, such as adolescent girls, young people living in the streets, indigenous and Afro-descendant youth, youth migrants, youth with disabilities, youth people in custody, among others. In order to accomplish this objective, it is necessary to establish partnerships and mobilize resources with governmental and non governmental –CSOs, Academy, Private sector- partners.

## **The Position:**

The National Programme Associate (NPA) on Adolescence and Youth (A&Y) is located in UNFPA Mexico Country Office (CO). He/she supports the design, planning and implementation of UNFPA's country programme, focusing on the area of adolescence and youth, by analyzing relevant political, social and economic trends and providing inputs to project formulation, implementation and evaluation, as well as joint programming initiatives. The NPA contributes by providing technical and programmatic support, monitoring the implementation of programmes and projects related to population and development, and mobilizing resources and partnerships according to the Programme needs.

## **Reporting lines**

Under the overall guidance of the Representative and direct supervision of the Assistant Representative the NPA supports implementation of UNFPA Country Programme 2020-2024 in Mexico. The NPA works in close collaboration with other project coordinators, the communications coordinator, and the operations manager.

## **Duties and Responsibilities**

The NPA will be responsible for the following UNFPA P&D programmes activities.

- Analyzes and interprets the political, social and economic environment relevant to adolescents and youth issues, and identifies opportunities for UNFPA assistance and intervention. Contributes in analyzing policy papers, strategy documents, national plans and development frameworks, and provides support in preparing policy briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks;
- Coordinates overall programme and individual project implementation in the field of adolescents and youth;
- Drafts concept notes and project proposals in the area of Adolescence and Youth;
- Maintains existing and explores possible future partnerships with government entities, other UN agencies, NGO, academia and private sector organizations, with a view to facilitate timely and efficient delivery of programme and project results;
- Prepares the UNFPA CO work plans under UNFPA direct execution and reviews the work plans submitted by implementing partners (IP) in the area of Adolescents and Youth, ensuring prioritization of activities and realistic and detailed budgeting;
- Ensures proper approval processes for the Work plans and associated budgets are followed and that the same are correctly entered into UNFPA's resource planning system;
- Monitors and supports the evaluation of project and programme activities, conducting field visits; participating in review meetings and evaluation missions, identifying how to assess achievement, preparing regular inputs to status and quarterly and annual progress reports, and recommending corrective action as required;
- Identifies risks on a timely basis and proposes mitigating actions;
- Contributes to documenting the results and lessons learned, success stories and best practices and drafting relevant materials for dissemination.
- Reviews IPs quarterly narrative and financial reports, supports implementation of regular spot checks aimed to following up the work of IPs, ensuring their accountability and preventing fraud.

- Supports other programme areas in the identification of activities that the adolescence and youth area would be able to provide to their projects (e.g. teen pregnancy, CSE, data disaggregation and analysis, Violence against women and girls, etc.);
- Reviews procurement and contracting requests submitted by IP and the procedures followed and prepares formal responses by UNFPA CO.
- Represents UNFPA Mexico at governmental, UN and non-governmental groups/task forces where required, including but not limited to the Specialized Technical Committee on Adolescents and Youth Statistics, National Committee on the monitoring of the National Youth Programme, or the Interagency taskforce on youth.
- Supports advocacy and resource mobilization efforts of the CO;
- Supports the preparation and implementation of the UNFPA South-South cooperation strategy;
- Prepares presentations on the A&Y programme area, its projects and results obtained; and
- Contributes to the elaboration of the annual Office Management Plan (OMP), the corresponding annual results plan and quarterly plans in the Strategic Information System(SIS), as well as the quarterly reports on milestones achieved and the annual progress report of the A&Y programme area;

### **Education**

- Bachelor degree in social science related disciplines (sociology, political science, international relations, economy, demography, health, and any other related).
- Advanced degree in health, population, demography and/or other related social science discipline is desirable.

### **Experience and Qualifications**

- 5 years of progressively responsible professional experience in project management, with focus on adolescence and youth related projects;
- Knowledge of the situation of adolescents and young people in Mexico, at the national, regional and state level;
- Knowledge of public policy, with particular focus on the country's regulatory and institutional framework in relation to adolescents and youth issues.
- Knowledge of relevant international agreements on Adolescents and Youth, such as the Agenda 2030, Montevideo Consensus on Population and Development, Nairobi commitments; Iberoamerican Convention on Youth, as well as UN Strategies, such as Youth 2030, or UNFPA's "My body, my life, my world".
- Experience in working with adolescents and youth with emphasis on socially and historically excluded populations (girls, boys, adolescents, women, indigenous people, afro-descendants, migrants).
- Experience in drafting project proposals for resource mobilization;
- Ability to work under pressure; and
- Excellent report writing and compelling oral presentation skills;

**Languages:**

Fluency in Spanish and English is required.

**Required Competencies:**

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Advocacy/ Advancing a policy-oriented agenda</li><li>• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships</li><li>• Delivering results-based programmes</li><li>• Internal and external communication and advocacy for results mobilisation</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

**Compensation and Benefits:**

This position offers an attractive remuneration package including salary (taxes included) plus annual leave, health insurance and other benefits as applicable.