



VACANTE
UNFPA MEX 001 2023

14 de febrero de 2023.

Convocatoria: UNFPA México

Título: Programme Management Associate

Términos de referencia: Adjuntos

Duración del contrato: Un año con posibilidad de extensión

Fecha límite para la recepción de postulaciones: **sábado 4 de marzo de 2023 a las 23:59**

Las personas interesadas deberán presentar su postulación a través del siguiente enlace:

[UNFPA Career Sites / Programme Management Associate](#)

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 o que cuenten con permiso de trabajo vigente.

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:	SB-4
Position Number:	106556
Location:	Mexico City, Mexico
Full/Part time:	Full-Time
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.

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, monitoring and evaluation 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.
- Provide support and guidance in planning, monitoring, reporting and evaluation activities in the programme cycle.
- 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 analysing 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 other relevant United Nations interagency Working groups.
- 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.
- Support political dialogue with Federal and State authorities, with particular emphasis on UNFPA's three transformative results.
- Train the office staff in the use of the results-based management approach, instruments and methodologies for monitoring and evaluation of programs and projects.
- Support Representation and the program 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, designing specific evaluation strategies according to each project, and 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 formulating due diligence of potential partners/donors, as well as 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.
- Support 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 master degree in Social Sciences, Human Rights, International Relations, Advocacy.

Knowledge and Experience:

- Five years of relevant experience in programme/ project management.
- Knowledge on Strategic Planning and public policies.
- Knowledge on Monitoring and evaluation approaches.
- Proficiency in current office software applications and corporate IT systems.
- Experience in implementing projects related to UNFPA's mandate.
- Knowledge of UN cooperation in Mexico.



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.