



JOB DESCRIPTION

Official Job Title:	Programme Associate Duty Station: Moldova, Chisinau
Grade (Classified)	Service Contract: Service Band 3, Quartile 3 (SB3.3)
Post Number:	00102475
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational
Duration:	1 year (with possibility of extension)
Organizational Unit:	UNFPA Moldova CO

1. Organizational Location

The Programme Associate is located in UNFPA Moldova CO and reports to the Assistant Representative.

2. Job Purpose

The Programme Associate supports the design, planning and management of UNFPA's country programme by providing and managing data inputs, providing programme and operational support, monitoring project implementation and following up on recommendations. The Programme Associate applies established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to population and development, reproductive health, gender and youth issues. S/he is instrumental in facilitating programme/ project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

3. Major Activities/Expected Results

- Participates in the identification and formulation of the country programme and component projects by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, drafts project documents and work plans and prepares tables and statistical data.
- Evaluates project and programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- In coordination with national counterparts and project personnel, guides routine implementation of assigned projects, coordinating delivery of project inputs, ensuring participation of national counterparts in training activities and study tours.

- Provides logistical support to projects by coordinating review meetings and other project related workshops and events. Trains and guides project personnel and staff on national execution and programme policies and procedures.
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination.
- Supports advocacy and resource mobilization strategy of the CO by compiling and synthesizing relevant background material for use in discussions and public events. Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events.
- Performs Programme Associate role in ATLAS, Global Programming System module.
- Raises requisitions in ATLAS with inputs from programme personnel.
- Acts as a back-up on selected functions for the GS6 Administrative Associate during her/his absence.

4. Work Relations

The Programme Associate maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include the Assistant Representative, the Programme Analysts, the CO's programme/ technical team, and the CO's administrative management/operations team.

5. Job Requirements

Education:

- University degree in social science, public health, economy, management, and/or other related areas.

Knowledge and Experience:

- Seven years of relevant experience in administration or programme/ project management.
- Proficiency in current office software applications and corporate IT systems.
- Prior experience in development assistance or related work for a donor organization, governmental institutions and/or NGOs, is a very strong advantage.
- Knowledge of ATLAS / PeopleSoft or other ERP system is an asset.
- Strong interpersonal and organizational skills.

Values:

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

Core Competencies:

- Achieve 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 Skill Set:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

Languages:

Fluency in English and Romanian is required. Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

6. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	<Enter Incumbent's Name Here>
	<Date>
Immediate Supervisor's Name & Signature	<Enter Supervisor's Name Here>
	<Date>
Division Director's Name & Signature	<Enter Division Director's Name Here>
	<Date>