



## Programme Associate

<b>Job title:</b>	<b>Programme Associate</b>
<b>Level:</b>	<b>SB3</b>
<b>Position Number:</b>	<b>00140039</b>
<b>Location:</b>	<b>Rabat, Morocco</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year</b>

### The Position:

The Programme Associate supports the design, planning and management of UNFPA's project "**Promotion of the Rights to Sexual and Reproductive Health of Women and Girls and Gender Equality in Morocco**" by providing and managing data inputs, providing logistical support, monitoring project implementation and following up on recommendations while ensuring high quality and accuracy of work.

The Programme Associate is located in the UNFPA Morocco CO and reports to the Coordinator of the project "Promotion of the Rights to Sexual and Reproductive Health of Women and Girls and Gender Equality in Morocco". S/he will work under the overall leadership of UNFPA Representative and in close collaboration with the CO staff and national counterparts.

### 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, 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:

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



**S/he will be responsible for:**

### **Support to project implementation**

- Supports the implementation of project activities, the development of annual work plans, the compilation and analysis of the project information, the drafting of report documents, and the preparation of tables and statistical data.
- In coordination with project personnel and national counterparts, guides routine implementation of assigned project activities, coordinates the delivery of project inputs, and ensures participation of project counterparts in training activities.
- Undertakes logistical, administrative and financial arrangements required for the implementation of the project, including the organization of technical workshops, inter-agency meetings, panel discussions, roundtables, missions, and other events.
- Evaluates project and project 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.
- Trains and guides project personnel and national partners on UNFPA programme policies and procedures.
- Assists in monitoring and reporting activities to national counterparts and donors.
- Collects and presents information on project budget performance; assists in creating project budgets, processing and monitoring payments in Atlas.

### **Support to information, administrative and logistics management**

- Maintains proper records of all project activities, maintains the project filing system and assists in archiving, including project reports, work plans and budgets.
- Manages the minutes and actions from the project meetings and agreements.
- Organizes, compiles and processes information on the project for the CO, Regional Office, Headquarters, national partners and donors.
- Prepares, processes and follows-up on logistical and administrative issues, including those related to missions, official travels, events, workshops, etc.

### **Support to knowledge building and sharing**

- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies, and drafting relevant materials for dissemination.
- Supports advocacy and resource mobilization efforts 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.

**Qualifications and Experience:**

**Education:**

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

**Knowledge and Experience:**

- Five years of relevant experience in programme/project management.
- Expertise in applying a results and evidence-based approach to programmes/projects.
- Proficiency in current office software applications and corporate IT systems.

**Languages:**

- Fluency in French, Arabic is required together with a good working knowledge of English.

**Required Competencies:**

<p><b>Values:</b></p> <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>	<p><b>Functional Competencies:</b></p> <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>
<p><b>Core Competencies:</b></p> <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>	

**Under UNFPA Work Life Environment:**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.



**Disclaimer:**

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