



**JOB DESCRIPTION**

Official Job Title:	Programme Associate Duty Station: Lusaka	
Grade (Classified)	SB3	
Post Number:	NOT APPLICABLE	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	Division of Human Resources (DHR)	

**1. Organizational Location**

Under the overall guidance of the Representative and Deputy Representative; with direct supervision of the National Programme Coordinator and in collaboration with the National Programme Specialist Reproductive Health, the Programme Associate provides assistance in the implementation, monitoring and evaluation of the Zambia Integrated Family Planning and Adolescent Sexual and Reproductive Health Programme for Central and Western Province.

**2. Job Purpose**

The Programme Associate is responsible for efficiently managing the operations of the sub-offices and constantly monitoring implementation of activities by the Provincial Medical Offices of the Zambia Integrated Family Planning and Adolescent Sexual & Reproductive Health Programme. S/he will provide financial and technical guidance and support to staff to ensure that rules and regulations are adhered to during programme implementation.

**3. Major Activities/Expected Results**

1. Assists in the monitoring of the implementation of **Zambia Integrated Family Planning and Adolescent Sexual & Reproductive Health Programme** supported projects and activities related to SRH/Maternal mortality reduction programme, providing periodic assessment of progress toward achieving of results
2. Collaborates with Programme Officers and Managers in preparing briefs on the evolving knowledge and experience from **Zambia Integrated Family Planning and Adolescent Sexual & Reproductive Health Programme** -supported activities in the Unit's activities.
3. Compiles basic data to assist in the preparation of periodic progress reports made on ongoing projects and in the reporting with bilateral donors
4. Assists with information on the development situation of the country in the thematic area or sector assigned and contributes to the preparation of the strategic documents of **Zambia Integrated Family Planning and Adolescent Sexual & Reproductive Health Programme** in that area, such as the project documents and project briefs
5. Acts as eFACE focal point for the Province, ensuring timely receipt of accurate FACE requests and reports and reviewing IP requests for advances and direct payments;
6. Assist in following up on performance indicators, targets and milestones, and preparation of progress reports;
7. Support the generation requisitions in ATLAS
8. Monitor the expenditure ceiling of the country programme and prepare analytical reports on current and past expenditure trends;
9. Monitor status of the Operating Fund Accounts of Implementing Partners;
10. Assists in the preparations of the Monitoring and Evaluation Plans for the projects under management and ensure their implementation in a timely manner. Generally ensures that project implementation is in compliance with established procedures from inception to financial closure.
11. Reviews quarterly project work plans, reconciling the records of payments with activities; advises and proposes corrective actions, as necessary.

12. Assist in the periodic revisions of **Zambia Integrated Family Planning and Adolescent Sexual & Reproductive Health Programme** with the Government authorities, representatives of bilateral assistance agencies and regional organizations;
13. Collaborate with the administrative and Finance staff on preparation of meeting, events including trips, DSA, accommodation etc.
14. Undertakes any other tasks assigned

#### **4. Job Requirements**

##### **Education:**

Advanced Degree in Population and Development, Health, Gender, Demography, Administration or related fields.

##### **Knowledge and Experience:**

Minimum of 5 years professional experience in the field of development and population activities, with experience in programme management.

##### **Languages:**

Fluency in English is required.

##### **Computer Skills:**

- Proficiency in current office software applications.
- Proficiency in Atlas, PeopleSoft, and other computerized applications used by the UN.

##### **Required Competencies**

###### **Values:**

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

###### **Core Competencies:**

- 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.

Interested applicants should send their application letter, Curriculum Vitae and certified copies of academic qualifications to the address below by 20 March 2020 close of business.

The Human Resources Manager  
UNFPA Country Office, UN House  
9350 Alick Nkhata Road,  
P.O. Box 31966,  
Lusaka

##### **Compensation and Benefits**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

##### **Disclaimer**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>