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**JOB DESCRIPTION**

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| **Official Job Title:** | **Programme Associate (2)****Duty Station: Lusaka** |
| **Grade (Classified)** | **SB3**  |
| **Post Number:** | **NOT APPLICABLE** |
| **Post Type:** | **[ ]  Rotational** **[x]  Non-Rotational** |
| **Classification Authority:** | **Division of Human Resources (DHR)** |  |

**1. Organizational Location**

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| Under the Under the overall guidance of the Representative and Deputy Representative, with direct supervision of the National Programme Coordinator and collaboration with the National Programme Specialist Reproductive Health, the Program Associate provides assistance in the implementation, monitoring and evaluation of the GRZ/DfiD/UN Joint Programme on Health Systems Strengthening in Reproductive Maternal Newborn Child Adolescent Health & Nutrition (RMNCAH&N) for Central and Western province.  |

**2. Job Purpose**

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|  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 GRZ/DFID/UN Joint Programme on Health Systems Strengthening for RMNCAH&N. 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**

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| 1. Assists in the monitoring of the implementation of GRZ/DfiD/UN Joint Programme program 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 GRZ/DfiD/UN Joint Programme program -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 GRZ/DfiD/UN Joint Programme program 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 GRZ/DfiD/UN Joint Programme program 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
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**4. Job Requirements**

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| **Education:** * Advanced Degree in Population and Development, Health, Gender, Demography, Administration or related fields.

**Knowledge and Experience:** Minimum of 1 year professional experience in the field of development and population activities, with experience in programme management. **Values:*** Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing cultural diversity
* Embracing change
* Knowledge sharing/Continuous learning

**Core Competencies:*** Achieving results/Results orientation/Commitment to excellence
* Being accountable
* Developing and applying professional expertise/ business acumen
* Thinking analytically and strategically
* Workings in teams/ managing ourselves and our relationships
* Communicating for impact

**Managerial Competencies:*** Providing strategic focus
* Engaging internal/ external partners and stakeholders
* Leading, developing and empowering people/ creating a culture of performance
* Making decisions and exercising judgment/­Appropriate and transparent decision-making
* Conflict and self-management

**Functional Skill Set:*** Advocacy/ Advancing a policy-oriented agenda
* Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
* Delivering results-based programme
* Internal and external communication and advocacy for results mobilization

**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.
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