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**JOB DESCRIPTION**

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| **Official Job Title:** | **Provincial Programme Analyst - Monitoring & Evaluation (2)****Duty Stations**: Western and Central Provinces |
| **Grade (Classified)** | **SB3**  |
| **Post Number:** | **NOT APPLICABLE** |
| **Post Type:** | **[ ]  Rotational** **[x]  Non-Rotational** |
| **Classification Authority:** | **Division of Human Resources( DHR)** |  |

**1. Organizational Location and Job Purpose**

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| The position is located in Central and Western Province Under the guidance of the Representative and direct supervision of the Programme Analyst on Monitoring and Evaluation (M&E) and in close coordination with the programme team in the provincial offices. The Programme Analyst - Monitoring and Evaluation (M&E) shall substantively contribute to developing the results based management framework and strategies and operationalizing the monitoring and evaluation plan of the UNFPA Country Programme and especially on the GRZ/DfiD/UN Joint Programme. |

**2. Job Purpose**

The Programme Analyst M &E is responsible for the monitoring and evaluation of the activities implementated under the GRZ/DFID/UN Joint Programme on Health Systems Strengthening for RMNCAH&N.

**3. Major Activities/Expected Results**

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| 1. Provides timely and effective technical support on monitoring and evaluation to the GRZ/DFID/UN Joint Programme team and implementing partners at provincial levels, especially towards the development, the implementation and progress tracking of the Country Programme Document (CPD) and the implementation results frameworks;
2. Facilitates and substantively contributes to the development of monitoring indicators, monitoring calendars, and field monitoring plans, etc. for the country programme, country programme action plan, One Programme monitoring plan and joint annual workplans;
3. Ensures availability (including collecting and maintaining) of high quality data for country, regional and global corporate reports, mid-term reviews and final evaluations.
4. Provides technical and programmatic support to programme reviews, documentation and reporting; including organizing programme and project evaluations where relevant and ensuring GRZ/DFID/UN Joint Programme evaluation quality standards and procedures are adhered to;
5. Monitors the progress of all core and non-core funded programme and projects and ensures quality of implementation;
6. Conducts annual appraisal of programme/project results as per established monitoring framework and reporting on consolidated results;
7. Assists in knowledge sharing of results, lessons and experiences of provincial programme and projects;
8. Substantively contributes to the institutional capacity building for planning, monitoring and evaluation, and develops relevant tools for monitoring and reporting activities in the GRZ/DFID/UN Joint Programme, in line with GRZ/DFID/UN Joint Programme monitoring and evaluation guidelines and procedures;
9. Contributes to strengthening the capacity of national counterparts, especially GRZ/DFID/UN Joint Programme implementing partners, on monitoring and evaluation, costing and programme reporting;
10. Substantively contributes to the development, harmonization and introduction of corporate monitoring and evaluation tools, modules, working papers and guidance notes for the effective implementation of the monitoring and evaluation systems at the country and provincial levels;
11. Initiates the improvement of  Results Based Management, Monitoring and Evaluation, and strategic information reporting systems in the country office and provincial offices, especially within the programme team;
12. Supports the mobilization of resources in support of the country programme, including CO’s engagement in national and regional advocacy efforts on RH commodity security.
13. Support the CO’s engagement in the Delivery as One modality and implementation of the Standard Operating procedures and management accountability framework for the UN system in Zambia.
14. Performs any other duties as assigned by the Representative.
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**3. Work Relations**

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| The Programme officer facilitates the work of consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. S/he must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving GRZ/DFID/UN Joint Programme results. S/he is a substantive contributor to the programme team in the Provinces.Internal contacts include the Representative, Deputy Representative, Assistant Representative, Programme Analyst on Monitoring and Evaluation International Technical Specialist MH/FP, the CO’s programme/ technical team. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc. |

**4. Job Requirements**

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| **Education:** * Advanced Degree or equivalent in Statistics, Monitoring and Evaluation, Development, Business/Public Administration and/or other related social science field

**Knowledge and Experience:** * Minimum of 1 year of increasingly responsible professional experience in planning, designing and management of development programme and projects;
* Substantive knowledge and practical experience in monitoring and evaluation in development work; experience in humanitarian rapid assessment, monitoring and evaluation is an asset;
* Knowledge on monitoring indicators for population and development, sexual and reproductive health, and gender;
* Experience in monitoring and evaluation of the UN joint programmes is an asset;
* Client oriented and strong team work;
* Strong communications and writing skills in English;
* Proficiency in current office software applications.

**Required Competencies:** **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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