**Programme Analyst**

**Job title: Programme Analyst – Youth and Population/Development**

**Level: NO-B**

**Position Number: 00041390**

**Location: Bishkek, Kyrgyzstan  
Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

**Rotational/Non Rotational: Non-Rotational**

**Duration: One year (renewable)**

**The Position:**

The Programme Analyst analyses and assesses relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA's programmes.

You will report to the Head of the Office.

**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 (2022-2025 ), focuses on three transformative results – ending the unmet need for family planning, ending preventable maternal deaths and ending gender-based violence and harmful practices. The transformational journey mapped out in the UNFPA Strategic Plan 2022–2025 leads to 2030 and the achievement of universal access to sexual and reproductive health and reproductive rights.

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:**

Working within Country Office (CO) environment, you will support the effective management of UNFPA activities in the areasof population and development and youth. Through substantive analysis and assessment of political, social and economic trends, you will contribute to project formulation and evaluation, joint programming Initiatives and national development frameworks and interact with government, UN, civil society, academia and development partners.

You will monitor results achieved during Implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required.

**You would be responsible for:**

* In collaboration with Government counterparts, NGOs and other partners, contributing to the design and Implementation of the country programme and Its component projects related to population and development and young people, aligning with Government priorities and UNFPA programme policies and procedures.
* Ensuring quality of programme, project design incorporating lesson learnt, newly developed policies and best practices, appropriate monitoring and oversight mechanisms and systems are established and Implemented.
* Analyzing and interpreting the political, social and economic environment relevant to population and development and young people and identifying opportunities for UNFPA assistance and Intervention.
* Analyzing policy papers, strategy documents and national development plans related to population and development and young people; preparing briefs and Inputs for policy dialogue, technical assistance coordination, and development frameworks.
* Assessing implications of new policy developments and strategies on programme Implementation, and ensuring their Integration.
* Establishing collaborative relationships with implementing partners, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project Inputs.
* Assisting in Implementing knowledge management strategies to capture lessons learned and best practices with respect to current and emerging population development trends, youth Issues, by analyzing programme, projects, strategies, approaches sharing these with management for future planning supporting training needs of project personnel.
* Supporting the advocacy and resource mobilisation strategy of the CO, by ensuring preparation of relevant documentation, i.e. project summaries and reports, conference papers, speeches, donor profiles, and participating in related meetings and public events.
* To identify thematic areas for deeper analysis of existing data (e.g. census, MICS, etc.) and identify resources for such analyses and manage the analytical processes.
* Facilitates the work of the UN Youth Theme Group.
* Undertakes other assignments that may be requested by the UNFPA Head of Office.

**Qualifications and Experience**

**Education:**

* Advance University Degree or equivalent Master Degree in population, demography, political, development studies, economics, sociology, statistics and/or other related social science disciplines.

**Knowledge and Experience:**

* Two (2) years professional experience In the field of development and population activities, with experience In programme/ project management
* Practical experience In design, monitoring and evaluation of development projects
* Experience using office software packages and web-based management systems.

**Languages:**

Fluency in English, Russian and Kyrgyz.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Advocacy/ Advancing a policy-oriented agenda * Leveraging the resources of national governments and partners/ building strategic alliances and partnerships * Delivering results-based programmes * Internal and external communication and advocacy for results mobilization |
| **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 | **Managerial Competencies:**   * Providing strategic focus, * Engaging In Internal/external partners and stakeholders, * Leading, developing and empowering people, creating a culture of performance, * Making decisions and exercising Judgment |

**UNFPA Work 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.

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary 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

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

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| **Signatures- Post Description Certification** |
| lncumbent's **Name**  Signature Date 05.12.2022 |
| Baktybek Kainazarov,  Head of Office Signature Date: 05.12.2022 |
| Ronny Lindstrom,  Country Director for Kyrgyzstan Signature Date: 05.12.2022 |