



## JOB DESCRIPTION

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<b>Official Job Title:</b>	<b>Programme Analyst, Youth</b>	
<b>Duty Station:</b>	<b>UNFPA Moldova Country Office</b>	
<b>Grade (Classified)</b>	<b>NO-A</b>	
<b>Post Number:</b>	<b>00126418</b>	
<b>Post Type:</b>	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
<b>Classification Authority:</b>	<b>DHR Director</b>	<b>Date: May 2015</b>

### 1. Organizational Location

The Programme Analyst on Youth is located in UNFPA Moldova Country Office (CO) and reports to UNFPA Assistant Representative.

### 2. Job Purpose

The Programme Analyst on Youth substantively contributes to the effective implementation of the UNFPA activities in the area of youth development, including youth health education and community mobilization. The Programme Analyst will also assist with gender matters as a cross-cutting issue. The Programme Analyst on Youth assists in the design, planning and management of UNFPA's country programme by analyzing relevant political, social and economic trends and providing inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst assists with programme/ project implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation.

### 3. Major Activities/Expected Results

- Participates in the identification and formulation of the country programme and component projects by compiling and analyzing information in the subject areas of UNFPA assistance to the Government, drafts project documents and work plans and prepares tables and statistical data.
- Evaluates project and programme 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. Analyzes factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the CO, and drafting relevant materials for dissemination.

- Supports advocacy and resource mobilization strategy of the CO 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.
- Analyzes and interprets the political, social and economic environment relevant to the youth/young people field and identifies opportunities for UNFPA assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks, and prepares briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.

#### 4. **Work Relations**

The Programme Analyst on Youth maintains collaborative relationships with all programme and project staff at the CO. Internal contacts include the Assistant Representative, the Programme Analyst, and the CO's programme/ technical team. External contacts include other UN agencies in country and counterparts in Country programme activities, including international NGOs, experts etc.

#### 5. **Job Requirements**

##### **Education:**

Advanced degree in education, public health, youth studies, population, and/or other related social science field.

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

Prior experience in the field of youth programme activities would be desirable.

##### **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

##### **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 programmes
- Internal and external communication and advocacy for results mobilization

**Languages:**

Fluency in English and Romanian is required. Working knowledge of one or more additional languages such as Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

**6. Signatures/Certification:**

<b>Incumbent's Name &amp; Signature (If Applicable)</b>	_____ <Enter Incumbent's Name Here> _____ <Date>
<b>Immediate Supervisor's Name &amp; Signature</b>	_____ Natalia Plugaru, UNFPA Assistant Representative _____ <Date>
<b>Division Director's Name &amp; Signature</b>	_____ Rita Columbia, UNFPA Representative _____ <Date>