



VACANCY

April 19th, 2017

Vacancy No.: **UNFPA MEXICO 02-2017**

Title: **National Programme Officer - Sexual and Reproductive Health**

Post Number: **00003890**

Grade: **NOD**

Terms of Reference: Attached

Duration: 1 year duration, possible extension based on funds availability and performance assessment.

The interested applicant should send a cover letter addressed to Mr. Arie Hoekman, Mexico's UNFPA Representative, explaining how her/his profile adjusts to the job requirements. S/he must also attach her/his résumé, and duly completed [P11 Form](#) indicating contact details and two business references. These documents must be sent to email buzon.official@unfpa.org.mx cc to cardoso@unfpa.org indicating the number and title of the vacancy.

Closing Date: May 5th, 2017 (23:59 hrs).

“Notice: There is no application, processing or other fee at any stage of the application process”.
“UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.”

JOB DESCRIPTION

Official Job Title:	National Programme Officer - Sexual and Reproductive Health
Duty Station:	Mexico City
Post Level	NO-D
Type of Contract	Fixed Term
Starting Date	15 June 2017

1. Organizational Location

The National Programme Officer for Sexual and Reproductive Health (NPO-SRH) will operate from the UNFPA Country Office (CO) in Mexico City, Mexico. She/he reports directly to the UNFPA Representative resident in Mexico.

2. Job Purpose

Under the overall guidance and direct supervision of the Representative, the NPO-SRH will seek to advance the SDG and ICPD policy agenda in a politically sensitive environment responding to possible changing substantive priorities of Government. The NPO-SRH facilitates communication with national counterparts and provides direct technical advisory services or coordinates the provision of technical assistance by external experts in close consultation with the Representative. He/she promotes partnerships in the area of SRH and aims to generate synergies, leveraging or mobilizing resources with potential partners from government; private sector; national and international non-governmental organizations; bilateral donors; international financing institutions; or other international organizations; including UN sister agencies. At the request of the Representative she/he contributes to UN systems coordination through participation in policy dialogue and provision of inputs into joint common system initiatives.

The NPO-SRH supports the Representative in the design, development, and management of the country cooperation programmes of the Government of Mexico and UNFPA. In particular, she/he: a) is responsible for the formulation, implementation, monitoring and evaluation of the sexual and reproductive health components of the country programme; b) supports the advocacy and policy dialogue efforts of the CO with national counterparts to position the Sustainable Development Goals (SDG) and the ICPD agenda, including the Montevideo Consensus, in the national context; c) supports the CO resource mobilization efforts; d) applies innovative and strategic thinking to efficiently and effectively deliver the desired results of the country programme under resource constrained conditions.

3. Primary Responsibilities/Expected Results

- Performs regular policy scanning and analysis, assesses implications for the Country Programme in the area of Sexual and Reproductive Health, and advises the Representative on different courses of actions to respond to the context and changing environment.
- Maintains updated information and sound knowledge on the best technical and operative practices on SRH related topics.
 - Keeps informed about new scientific and operational findings that can be put into practice in the SRH programme area.
 - Seeks technical cooperation and promotes specialized dialog among governmental institutions, NGOs, professional organizations, academic institutions, UN agencies and UNFPA;
 - Participates in academic meetings, public fora and workshops as lecturer, commentator or participant.
- Conducts advocacy and substantive policy dialogue with Government counterparts, UN agencies and other development partners to facilitate the incorporation of the SDG and ICPD agenda, including the Montevideo Consensus, into national policies, strategies, plans and budgets, in particular to ensure that sexual and reproductive health issues are adequately taken into account.
- Follows up on the implementation processes of the ICPD agenda, in particular through the bi-annual regional conferences on population and development (RCPD) and the implementation of the Montevideo Consensus of this RCPD, in coordination with national government and civil society counterparts.
- Translates global SRH strategies into country specific advocacy strategies, creates and delivers effective evidence-based advocacy messages to promote the country cooperation programme goals of the Government of Mexico and UNFPA, taking into account political and socio-cultural sensitivities.
- Promotes a result-based approach and integrates innovative policies and strategies into the design and formulation of the country programme and of the specific projects, in particular regarding the SRH programme component, based on strategic priorities of UNFPA and the SDG that respond to the country's needs in the areas of reproductive health, population and development, youth and gender.
- Ensures integration of substantive programming policies, methodologies and tools (RBM, gender-sensitive programming, application of theories of change, etc.) in programme and project design, implementation, and monitoring and evaluation.
- Ensures effective and efficient management of the SRH programme area, including:
 - timely preparation of annual work plans and budgets for the projects under his/her responsibility;
 - timely implementation of these projects and close financial monitoring of these projects;
 - correct implementation is ensured under direct (DEX) or national execution (NEX) modalities, in compliance with UNFPA's financial and administrative rules and procedures;
 - corrective actions are taken as required in response to NEX or internal audit observations;

- close monitoring and evaluation of SRH programme and projects;
 - timely reporting on the implementation of the projects, including the timely submission of donor reports;
 - coordination and evaluation of consultants and technical experts;
 - deviations, risks and opportunities are identified; as well as other aspects that could affect the results of the SRH programme area and individual projects; and corrective actions are taken in consultation with the Representative.
- Leads the mid-year and annual review meetings with counterparts to assess progress of the SRH programme component.
 - Assists in the meetings of the National Coordination and Evaluation Committee of UNFPA and takes responsibility for the presentation of the results and planned activities under the SRH programme area.
 - Provides technical advisory services where possible to counterpart organizations, as well as CO colleagues, and colleagues of other UNFPA CO if so required, in the field of sexual and reproductive health.
 - Represents UNFPA in interagency and inter-institutional working groups analyzing different issues and sharing relevant information on sexual and reproductive health issues, with the aim that these are incorporated in the sustainable development policies and plans, including the successive UN Development Assistance Frameworks in Mexico.
 - Promotes knowledge sharing and continuous learning, testing, linking and documenting of innovative strategies and approaches, as well as documenting lessons learned and learning from other best practices inside and outside UNFPA.
 - Provides substantial support to the process of formulation and renewal of the country programme, including the organization and realization of the independent country programme evaluations and other documents required (e.g. the Population Situation Analysis, the CO resource mobilization strategy, the partnership plan, the communication strategy, the Human resource plan, etc.).
 - Mobilizes co-financing resources for the sexual and reproductive health projects under the country programme and assists other members of the programme team in their efforts to mobilize resources for other programme outputs.
 - Coordinates SRH programme area's inputs into the CO's annual work plan, as well as progress reports during each quarter and the CO's annual report.
 - Assumes the role of Officer in Charge (OIC) in the absence of the Representative when so requested by the Representative.

4. Work Relations

Internal Interactions	
Role/ Entity	Nature of interaction
<ul style="list-style-type: none"> • Programme Unit Heads and staff • Finance and administration staff • Communication staff • 	<ul style="list-style-type: none"> • For programme and AWP development, monitoring and evaluation • For administrative and financial issues • For communication issues and dissemination of activities •
<ul style="list-style-type: none"> • UNFPA HQ and Regional Office 	<ul style="list-style-type: none"> • For technical advice and support • For consultations on different matters: guidelines, rules, commodities, etc. • For participation in joint activities and periodic reporting
External Interactions	
Role/ Entity	Nature of interaction
<ul style="list-style-type: none"> • UN Agencies and other donors • Government Officials (State and Federal level) • National implementing partners • Academic Institutions, National and International Experts • Professional Organizations • NGOs 	<ul style="list-style-type: none"> • For joint programming and specific initiatives • For advocacy activities • For dialogue and follow up of AWPs and programme support • For the implementation of projects and AWPs • For technical assistance and/or joint AWPs • For policy dialogue, networking, implementation of joint initiatives • For seeking to have SRH themes included in their events. • For strengthening of SRH themes and its inclusion in the public agenda

5. Positions Reporting to this Role

<ul style="list-style-type: none"> • National Programme Officer (NPO-A) for Sexual and Reproductive Health with emphasis on Adolescents and Vulnerable Populations • SRH Project Coordinators • SRH Programme Clerk • An overall supervision of the programme staff and consultants will be required.

6. Job Requirements

<p><u>Education:</u> Master’s degree or PhD in Public Health, Medicine, or Social Sciences.</p>
<p><u>Knowledge and Experience:</u></p> <ul style="list-style-type: none"> • At least seven years of progressively responsible professional experience in fields related to sexual and reproductive health, including programme design, appraisal and management. • At least seven years of demonstrable experience in advocacy and policy dialogue, as well as resource mobilization in areas related to UNFPA mandate. • Deep technical knowledge of the SRH area. • Knowledge of strategic planning methods and practices, as well as programming and managerial processes. • Good understanding of the country’s political environment. • Proven ability to lead and manage teams to achieve demonstrable results. • Excellent written and oral communication skills to foster engaged partnerships at a high level of representation and to maintain political partnerships.
<p><u>Required Competencies:</u></p> <ul style="list-style-type: none"> • Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN system, embracing cultural diversity, and embracing change • Core Competencies: The professional aims at achieving results, being accountable, developing and applying professional expertise/business acumen; has strong capacity to think analytically and strategically; is able to communicate for impact; works well in teams as team member or team leader; and manages himself and relationships well. • Managerial Competencies: Provides strategic focus; engages internal/external partners and stakeholders; leads, develops and empowers people to create a culture of performance; makes decisions; and exercises judgment.
<p><u>Functional Skill Sets:</u></p> <ul style="list-style-type: none"> • Analytical skills and ability to synthesize, as well as to break down complex goals into different outputs, projects and work plans. • Organizational leadership and direction. • Communication, negotiation, coaching and supervisory skills. • Advocacy and advancing a policy-oriented agenda. • Operational effectiveness and accountability for results • Internal and external communication and advocacy for resource mobilization. • Building of strategic alliances and partnerships • Leveraging resources of national and subnational governments and other partners • Well versed in the use of computers and office-oriented suite of programs, the Internet and ICT driven communications
<p><u>Languages:</u></p> <ul style="list-style-type: none"> • High Proficiency in English and Spanish is required, both oral and in writing. • Fluency in any other UN official language will be considered an asset.