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Junior Professional Officer	
Adolescents and Youth Analyst (A&Y Analyst)	
United Nations Population Funds	Closing date: 1 st April 2018

I General information

Title:	Adolescents and Youth Analyst (A&Y Analyst)
Sector of Assignment:	Adolescent & Youth Development; Adolescent Sexual and Reproductive Health and Rights; Child Marriage; Life Skills Education (Comprehensive Sexuality Education)
Country:	Bangladesh
Location (City):	Dhaka
Agency:	UNFPA
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years
Grade:	P2 step 1 in the first year

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **PEOPLE WITH THE DUTCH NATIONALITY**. For criteria see the website of Nedworc Foundation:
<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

Please read the criteria and FAQ section carefully before considering applying

II Duties, responsibilities and Output Expectations

General

The JPO – A&Y Analyst – will be based in the UNFPA Country Office in Dhaka, Bangladesh. Under the day-to-day supervision and guidance of the Chief of Adolescents and Youth, the JPO will support initiatives and provide technical support in key areas for results-based programme and project management of UNFPA's A&Y Programme and Projects.

S/he will work in close collaboration also with the Operations Manager, the M&E Specialist, National Programme Officers, and other staff in A&Y Unit as well as Programme Staff from the SRHR Unit, Gender Unit, Population & Development Unit and Field Officers.

1. Effective Programme and Project Management

Summary of duties and expected output/tasks

- Provide programmatic and operational support to the Adolescents and Youth (A&Y) Unit for planning, coordinating, implementing, monitoring and reporting of all UNFPA-supported A&Y projects and project strategies and interventions.
- Analyse the progress of project implementation, identify constraints and gaps in implementation and recommend appropriate responses for further action by the Country Office.

- Provide regular updates on the status of budget expenditure for Implementing Partners working with the A&Y unit.
- Organize, manage and prepare briefs for meetings with government, UN agencies and donors on A&Y issues, including for UNFPA Country Office monthly programme meetings, implementing partners' quarterly and annual review meetings.
- Assist in the coordination and interactions with Implementing Partners to ensure timely preparation of work plans, budgets, progress reports, project presentations, and other documents and correspondence.
- Actively participate and contribute to the A&Y Unit's programming.

2. Monitoring & Evaluation

Summary of duties and expected output

- Assist with the annual target setting, and ensure accurate inputs to the year-end reporting on results.
- Assist with project related surveys, reviews, evaluations, and other assessment activities.
- Support the Unit's planning; regularly track and analyse project and programme indicators from Implementing Partners and sites, and gather up-to-date, relevant and strategic information for periodic progress reports and guiding programmatic decisions.
- Contribute inputs to UNFPA Country Programme planning, implementation and evaluation processes.

3. Research, Knowledge Management, Advocacy, and Partnership Building

Summary of duties and expected output

- Undertake desk based reviews, analyse existing national and international data, surveys, reports, technical journals and media, and drawing trends and projections, prepare briefs for the unit and Country Office senior management on adolescent and youth issues.
- Assist the A&Y Unit Chief and other unit members with drafting, reviewing and revising letters, reports, notes, briefs, and other communication and advocacy materials.
- Act as the main focal point from the A&Y unit to coordinate with the Communications, Advocacy and Knowledge Management Unit of the Country Office, and regularly identify, synthesize and record best practices and lessons learned linked to A&Y projects.
- Using identified good practices, contribute to knowledge networks and communities of practice.
- Maintain close liaison with Development Partners and stakeholders including NGO/CBO/CSO, academia and private sector.
- Provide logistic support for the Unit's work with Implementing Partners, Government and/or donors.

4. Resource Mobilization

Summary of duties and expected output

- Regularly scan donor websites and read donor strategies to identify potential opportunities for collaboration.
- Consolidate donor intelligence in the area of adolescents and youth, identify and provide timely advice to the head of the A&Y unit on funding opportunities.
- Be actively involved in assisting the head of the A&Y unit with concept papers and proposal preparation.

5. Other Corporate Tasks

Summary of duties and expected output

- Actively participate in meetings inside and outside UNFPA to address A&Y issues.
- Represent the A&Y Unit of UNFPA in external/internal meetings when/if requested by the Unit Chief or office Senior Management.
- Support, organize and participate in missions and trainings of UNFPA, donors, government officials, and media to highlight A&Y issues.

- Proactively reach out to other programme and operations units in the Country Office, fostering coordination, collaboration and synergies.
- Any other relevant activities/responsibilities as assigned by the Representative and/or Deputy Representative.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Appraise and prepare projects addressing the sexual and reproductive health and rights of adolescents and youth, empowering adolescent girls, preventing child marriage and life skills education related interventions.
- Write assessment reports on the subjects of child marriage, life skills education for adolescents and youth, adolescent and youth sexual and reproductive health.
- Monitor progress of projects by using Results Based Management tools.
- Prepare project budgets and work plans on the basis of contextual priorities and donor requirements.
- Understand the programme and operations policies and procedures in UN/UNFPA.
- Understand the linkage among various initiatives of UNFPA and the challenges of working in developing countries.

The JPO training programme includes the following learning elements:

- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Chief of Adolescents and Youth (A&Y Programme Specialist)

As part of the UNFPA JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Establishment of a work plan, with clear key results.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Easy access to the supervisor.
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness.
- Guidance and advice in relation to learning and training opportunities within the field of expertise.
- Completion of the yearly UNFPA Performance Appraisal and Development (PAD).
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties.

V Required Qualifications and Experience

Education:

Master degree or equivalent in social sciences or related fields with specialized knowledge in the field of Development Studies, International Affairs, Political Science, Public Health and Gender Studies.

Working experience :

Two to maximal 4 years relevant working experience in international development or the corporate sector. Prior experience in developing countries is an asset.

Languages :

Fluency in English and the ability to write clearly and concisely in English.

Key competencies

- Sound knowledge about the UN System, multi-lateral or bilateral donor, and an understanding of the human rights-based approach to development is an advantage.
- Administrative, management and organizational skills, including time management required.
- Exposure to professional or academic training on adolescent and youth issues, specifically child marriage and life skills education desirable.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.
- Proficiency in computer applications and presentation skills are essential: MS Word, MS Excel, MS PowerPoint, Prezi, and other etc

VI Background information on Agency/Department/Section

Bangladesh is the 8th most populous country in the world. According to UNFPA's Demographic Impact Study (2015), the population will reach 170 million by 2021, including over 50 million aged 10-24, thus young people will account for more than 30% of the population. A key challenge for Bangladesh is how to raise the skills level, both hard and soft, of adolescents and youth both male and female to improve their employability, enable them to find decent work or be employed more productively in self-employment or family work, while being responsible citizens. A related challenge is to address gender norms and practices that restrict female economic participation and harm health and wellbeing. Young people's unemployment rate is much higher than the national average, and female unemployment is higher than the male's. Key issues in this regard include the high prevalence of child marriage and limited access to sexual and reproductive health (SRH) and rights information and services. Bangladesh has the highest rate of child marriage in Asia and fourth highest rate in the world, and the resulting adolescent fertility rate is the highest in South Asia. To reap a dividend from the demographic window of opportunity arising from the large youthful population that accounts for 30% of the total 158 million people, there needs to be a substantial increase in investments in youth development, especially for education and health, particularly so as to enhance their employability.

Against this background, UNFPA is implementing one of the biggest Country Programmes in the world, in Bangladesh. The 9th CP for 2017-2020, of UNFPA Bangladesh support the Government in achieving the Agenda 2030 and Sustainable Development Goals, and the ICPD Programme of Action. Adolescents and youth is one of the four core components of the Country Programme, along with Sexual and Reproductive Health and Reproductive Rights, Gender, and Population, Planning and Research. Young people are a key beneficiary of UNFPA's programme, and the focus cuts across all components.

The Country Office is located in Dhaka, with project offices located in several districts throughout the country. The JPO – A&Y Analyst – will be based in the CO and report to the Chief of the Adolescents & Youth Unit. The A&Y Unit has one international staff member (the Programme Specialist), three national staff and five national UNVs. The A&Y unit has several projects focusing on adolescents and youth to ensure their sexual and reproductive health and rights, prevent gender based violence including ending child marriage and provide life skills education to adolescents and youth. The JPO shall help establish and maintain liaison with other units of the Country Office and with external partners including UNFPA's Implementing Partners, other UN agencies, donors, civil society, academia and private sector, to ensure the achievement of intended results and impact from the programme.

VII Information on living conditions at Duty Station

Dhaka, Bangladesh is a Family Duty Station. Power outage is common at any time of the day without prior announcement. There are adequate access to schools, health facilities and decent accommodation cleared by UNDSS such as hotels, guesthouses and apartments. There are plenty

of restaurants and shops in Dhaka residential and commercial areas, a majority of which have been cleared by UNDSS and can be patronized. There are taxis and other local means of transportation but Dhaka is known for traffic congestion. There is a UNFPA shuttle service that the JPO can utilize to commute from their residence in the diplomatic enclave to the UNFPA Office in IDB Bhaban. The JPO based in Dhaka will live in the diplomatic enclave of Gulshan or Baridhara where those supermarkets, hotels and clubs are easily accessible for expatriates. UNFPA staff strictly adhere to the security measures advised by DO/UNDSS following the terror incident on 1 July 2017.

VIII How to apply

Applicants can apply through this link <http://www.jposc.undp.org/content/jposc/en/home/how-to-join/current-vacancies.html>

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.