

Advertisement

Junior Professional Officer

Youth Leadership in their Sexual and Reproductive Rights Promotion



UNFPA

Closing Date 29th May 2012

I General information

Title:	Youth Leadership in their Sexual and Reproductive Rights Promotion
Sector of Assignment:	Sexual and Reproductive Rights
Country:	Benin
Location (City):	Cotonou
Agency:	UNFPA
Duration of Assignment:	Initially one year with the possibility to extend for up to three years upon satisfactory performance.
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

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 the Dutch Ministry of Foreign Affairs:

<http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

II Duties, responsibilities and Output Expectations

General

Under the Authority and guidance of the UNFPA Representative in Benin and the direct supervision of the international expert in Maternal Health, the Junior Professional Officer will assist the UNFPA Country Office in the formulation, implementation, monitoring and evaluation of the UNFPA Country programme, sub-programmes and projects to ensure that the outcomes are in line with UNFPA's policies and procedures, the United Nations development assistance framework (CCA/UNDAF) and the national youth and Reproductive Health programme.

1. Responsibility

- ICPD at 20 preparation on youth issues : Assists in the collection and analysis of data on national youth strategy with specific reference to youth leadership and their Sexual and reproductive health rights;
- Partnership building and resources mobilization :assists in the preparation and formulation of project documents/ initiatives/ sub-contracts required for the implementation of activities related to youth leadership , including project descriptions, work plans and budgets;
- Advocate for reproductive health commodities and especially availability and accessibility of male/female condoms for young people including availability at Youth Centers;

- Act as UNFPA Focal point for Youth issues on SRH with international partners and the other UN agencies;
- Prepare regular briefing note/factsheet for the website and/or regional bureau/ donors for public information

For more detailed duties and responsibilities for this post, please visit the following website:

<https://erecruit.partneragencies.org/erecruit.html>

III Training component: Learning elements and expectations

The JPO training programme includes the following learning elements and upon completion of the assignment the JPO will be able to:

- Formulate, monitor and evaluate programmes.
- Appraise and prepare project proposals.
- Manage and monitor projects within the UNFPA programmes and sub-programme using the logframe.
- Undertake project budget preparations, revisions and rephrasals.
- Write assessment reports on progress of project implementation.
- Organize and provide substantive inputs in project review meetings
- Work as a team member in a multicultural setting.
- Understand the United Nations development assistance framework (CCA/UNDAF) principles.
- Understand UNFPA's mandate, policies and procedures.
- Assists in the preparation of periodic progress reports on the achieved results: successful initiatives

IV Supervision

Title of supervisor: Overall supervision: UNFPA Representative in Benin, Direct supervision: International Expert in Maternal Health

Content and methodology of supervision

- Job-related guidance in a timely, constructive and appropriate manner is provided on a continuous basis.
- The functions of all staff and what is required of the JPO and how this relates to the overall mandate of UNFPA will be explained.
- All necessary information, rules, policies, equipment and other tools required will be provided.
- The JPO will have opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities.
- Supervisors will take an overall interest in the JPO's development and provide encouragement and advice on how the JPO can realize his/her potential.
- There will be opportunities for the JPO to express his/her views on work-related matters.

V Required Qualifications and Experience

Education:

An advanced university degree in the field of Demography, Sociology, Economy, Anthropology, Law or other related social sciences

Working experience :

Preferably 2 to maximal 4 years of relevant working experience.

Languages : Fluency in French and English. Knowledge of other languages will be an asset.

Key competencies

- Valuing Diversity
- Working in Teams
- Integrity/ Commitment to the mandate

- Self and conflict management
- Communicating information and ideas

VI Background information on Agency/Department/Section

UNFPA, the United Nations Population Fund promotes the right of every woman, man and child to enjoy a life of health and equal opportunity. For more information, please visit our website:

www.unfpa.org

VII Information on living conditions at Duty Station

Security

As a result of its relative stability over the last decade is the security risk in Benin indicated as minimal. Benin has experienced some security challenges, though not in alarming proportions. Threats include house break-ins, heavy seasonal flooding along the coast, seasonal ritual killings and of late, marked increase in road traffic accident rate country-wide.

Medical

Medical services exist but they are not what should be expected in a “B” duty Station, There is a new UN medical dispensary.. This facility will be very convenient for family with children. Yellow fever shot recommended and Malaria prophylaxis recommended

Schooling

Schools are available, Local and international : The French Lycée the biggest one , there are other some English schools, as well as a an English boarding school in Lomé (Togo) .

Housing

Accommodations are relatively easy to find at every range of price. One should consider residential areas nearby main international schools. Offices and Residences inspection are conducted on all new residences/office before occupancy by UN staff members and periodic inspection is to be conducted on existing residences and offices.

The Office staff and ambiance:

The Office ambiance is “smart, professional” : Trying to create resting places for lunch or tea time while giving to the best work tool allowed and the best working condition possible with what we have .

Close guidance is given to new staff arriving in the Office and they will receive personal briefing and regular coaching until they have totally settled down. French Language classes are offered for those needing to improve their skills. The office staff speak, French, English, Italian, Spanish and Dutch. The Office is located in an area housing many international organisations

Working possibilities for spouses

There are possibilities to be explored. Many international have working spouses

VIII How to apply

UNFPA has established an electronic application management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy.

Download the Step by Step Guide to Applying in the E-Recruit System of UNFPA at

<http://www.unfpa.org/employment/vacancy.htm>

Please print out the Guide for your reference during the registration and application process.

The closing date for this position is 29th May 2012

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.

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