

Job Description

Job Title: Junior Professional Officer (JPO) in Sexual and Reproductive Health and Reproductive Rights, ICS-8/ICS-9, La Paz, Bolivia
Job ID: 1570
Location: Latin America and Caribbean
Full/Part Time: Full-Time
Regular/Temporary: Regular

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Background Information

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for university graduates who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

This JPO position, funded by the Netherlands, is available in our country office in La Paz, Bolivia. We invite applicants who have the nationality of a country which appears on the list of eligible countries for the Netherlands JPO/JE/APO/AE Programme.

For minimum qualification requirements and the list of eligible countries, please consult the website of the Dutch Ministry of Foreign Affairs (http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

COUNTRY BACKGROUND INFORMATION

Bolivia is a landlocked country located in central South America, bordering Brazil, Argentina, Peru, Paraguay and Chile. It has a land area of 1,098,581 km² and a population of 8,274,351 inhabitants, 50.16% female, 62.4% of urban population (2001)

It is a unitary country, divided into 9 departments, 112 provinces and 327 municipalities, the capital is the city of Sucre and the seat of government is La Paz. The Head of State is the President of the Republic, elected by direct vote for a period of five years. The Constitution establishes the division of state into three branches: Executive, Legislative and Judicial.

The official language is Spanish and the main native languages are Quechua, Aymara and Tupi Guaraní. 82% of the population speaks Castilian, 28% Quechua, Aymara 18%, and 4% other languages. The State recognizes the Catholic religion as official, but guarantees freedom of worship. The country has a vast area divided into three geographical areas: Andean and sub-Andean plains.

Organizational Setting

The JPO will be under the Overall guidance of the UNFPA Representative and will work in close collaboration with the Assistant Representative. The JPO Focal Point at the UNFPA Headquarters will be advising the JPO for career development and administrative related issues.

Content and methodology of supervision:

In the beginning the supervision will be intense and direct in order to guarantee a smooth transition into his/her functions and with the rest of programme colleagues. The JPO will also work closely with the Assistant Representative, who acts as Programme Manager. Later on there will be a greater delegation of tasks and responsibilities. The JPO will be attached to the La Paz (Bolivia) office.

The Performance Appraisal and Development (PAD) system employed by UNFPA constitutes the content and methodology of supervision. On the basis of an Annual Office Work Plan, the individual staff member prepares each year an Individual Performance Plan (IPP) outlining the main duties and responsibilities during the year and deadlines. The IPP also specifies the performance dimensions of how work is to be completed as well as training required to meet desired performance dimensions.

The IPP is reviewed at the beginning of the year with the supervisor and any changes are then incorporated. Half way through the reporting period, another review meeting is held between the supervisor and the staff member to determine if there is any need for revisions to the IPP and to review performance in general.

At the end of the reporting period, the staff member completes a Year-End Performance Appraisal, which is reviewed by the supervisor who in turn provides input on his/her assessment of the staff members performance over the reporting period.

The PAD system is meant to be an on-going tool for review and appraisal of the staff member's job performance. It is an excellent management tool when properly applied and ensures that an open and on-going dialogue between supervisor and staff member is achieved.

Main Tasks & Responsibilities

The JPO will have the following main responsibilities:

Under the overall supervision of the UNFPA Representative, and in close collaboration with the Assistant Representative, the JPO will provide support to the development of the UNFPA programme in Bolivia, with emphasis on the initiatives being implemented in the area of Sexual and Reproductive Health and Reproductive Rights, specifically he/she will:

- Assist in monitoring ongoing programme and project implementation through technical co-operation, field visits and analysis of progress reports;

- Assist in the production of systematic analysis of the processes and outputs derived during the implementation of UNFPA funded projects and systematise lessons learned; bring findings to the attention of the Representative/Assistant Representative and take action and follow up on them as agreed.

- At the request of the Representative, assist in liaising with Government officials, the UNFPA/LACRO team and representatives of executing agencies for the purpose of capacity building and to ensure proper implementation and co-ordination of UNFPA programme activities with other related development efforts by other donors and UN agencies;

- Participate in the identification and formulation of development co-operation programmes and projects and participate in the preparation of draft project documents. Examine formulated projects to ensure they have been structured and prepared in compliance with policies and procedures;

- Assist in preparing background documents for programme and project reviews, evaluation exercises and draft status reports on activities. Participate in programme and project review meetings and evaluation exercises;

- Draft correspondence related to the execution of programmes and projects. Prepare, analyse and comment on reports and make sure that they are brought to the attention of the Representative/Assistant Representative and subsequently forwarded to the corresponding agency and UNFPA;

- At the request of the UNFPA Representative, he/she may represent UNFPA in meetings on the subject and ensure liaison and collaboration with projects and institutions that work in the same area.

- Undertake other responsibilities as may be assigned from time to time by the UNFPA Representative.

- The JPO is expected to keep abreast of all policy and operational developments in the areas of responsibility; work closely with the Assistant Representative, programme staff and support staff to ensure smooth and efficient programme implementation; have excellent communication skills; give attention and due regard to the protocol and etiquette requirements and conduct expected from a United Nations official; bring potential problems to the attention of the UNFPA Representative (or the Assistant Representative for programme matters), and be proactive in proposing/preparing follow-up actions.

Qualifications and Experience

A solid academic background in the field of sexual and reproductive health: public health, medicine, etc. Preferably two years of relevant work experience.

Fluency in Spanish and English. Knowledge of other languages will be an asset.

Ability to write clearly and concisely.

Initiative, sound judgement and demonstrated ability to work harmoniously in a team with staff members of different ethnic, cultural and educational backgrounds.

Learning Elements

Upon completion of the assignment, the JPO will be able to:

Appraise and prepare projects in the area of Sexual and Reproductive Health and Reproductive Rights;

Conduct analytical assessments on Sexual and Reproductive Health programmes and projects;

Monitor projects and programme progress jointly with the Government counterparts

Required Competencies**Valuing Diversity**

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context. Continually examines his/her own biases and behaviours to avoid stereotypical responses.

Working in Teams

Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other

stakeholders. Supports the decisions of the team even when it is not his/her preferred solution.

Proactively pursues solutions to team problems and asks for help when needed. Pursues achievement of common goals.

Integrity/ Commitment to the mandate

Acts in accordance with UN/UNFPA values. Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.

Self and conflict management

Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism.

Communicating information and ideas

Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others.

Compensation and Benefits

The JPO contract is one year initially with the possibility to be extended up to three years.

This position offers an attractive remuneration package commensurate with the level of the post. The package includes a competitive net salary plus cost of living adjustment, housing allowance, home leave, health insurance and other benefits.

Closing Statement**HOW TO APPLY**

Candidates must apply through the UNFPA's online application management system, E-Recruit. Please visit Current Vacancies at <https://erecruit.partneragencies.org/erecruit.html> and apply to the JPO opportunities you might be interested in.

The deadline for receiving applications is 14 May 2010 (5:00 p.m New York time). Please note that all selected candidates must be available and prepared to take up duty preferably before or in September 2010 (not later than 31 December 2010)

Due to the large number of applicants we will only be able to respond to those candidates in whom UNFPA has a further interest.

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