



Fondo de Población
de las Naciones Unidas

VACANTE

1 febrero 2010

Vacante núm.: UNFPA MEXICO 002-2010

Título: National Programme Associate – Population and Development / Youth

Términos de Referencia: Adjuntos

Duración del contrato: 1 de abril al 31 de diciembre de 2010.

Las cartas de solicitud deberán ser dirigidas al señor Diego Palacios, Representante del UNFPA en México, anexando el currículum vitae y [formato P11](#) de la persona interesada. Ambos documentos deberán ser enviados al correo electrónico cardoso@unfpa.org, indicando el número y título de la vacante.

Fecha límite de recepción de solicitudes: 12 de marzo de 2010.

- *“Ninguna tarifa o cuota debe ser pagada en cualquier momento del proceso de selección”*
- *“El UNFPA no solicita ni indaga información con respecto al VIH o al SIDA en el caso de cualquier candidato/a. Asimismo, en ningún caso ejerce discriminación sobre la base del status de cada persona con respecto al VIH o el SIDA”.*



JOB DESCRIPTION

Official Job Title:	National Programme Associate – Population and Development / Youth	
Duty Station:	UNFPA Mexico CO	
Grade (Classified)	GS7-1	CCOG: <Reserved for DHR>
Post Number:	00041475	
Post Type:	<input type="checkbox"/> Rotational <input type="checkbox"/> Non-Rotational	
Classification Authority:	<Name and Signature>	Date: <Enter Date Here>

1. Organizational Location

The National Programme Associate – Population and Development / Youth (NPA – P&D/Y), supports the design, implementation and management of the UNFPA Country Programme, focusing on the area of Population and Development / Youth, being located in the UNFPA Mexico Country Office (Mexico City).

2. Job Purpose

To contribute to the strengthening of the thematic area of Population and Development / Youth in the Country Programme by supporting the implementation of the UNFPA CP in this area and support the efforts of the CO in the positioning the UNFPA agenda in the national context.

3. Major Activities/Expected Results

- Undertake the programme planning functions of the P&D/Y area, follow-up its implementation and participate in its periodical review.
- Carry-out formulation, implementation and monitoring of projects in the area of P&D/Y.
- Carry-out project management operations in ATLAS System, as required.
- Participate in the development of monitoring and evaluation (M&E) indicators for the Country Programme Action Plan (CPAP) in the area of P&D/Y.
- Support the implementation and regular updating of the Population Situation Analysis of the country including the updating of the CO database of socio-demographic indicators.
- Collaborate with the implementation of the UNFPA CP monitoring and evaluation plan in his/her area of responsibility.

- Collaborate in the elaboration of technical documents and reports on P&D/Y issues, according the requirements of the UNFPA Representation.
- Provide quality advisory services in his/her areas of technical expertise to CO and national partners, through research on policy-driven issues, substantive presentations and synthesis of best practices and lessons learned.
- Contribute to the identification, promotion and follow-up of resource mobilization initiatives, in the area of P&D/Y.
- Collaborate in the development of joint initiatives and substantive issues with government partners, UN agencies, civil society organizations and academic institutions.
- Provide technical and operational guidance for the establishment of a Youth Advisory Panel at the country level.
- Perform any other relevant tasks assigned by the Representative or the Assistant Representative.

4. Work Relations

The NPA – P&D/Y acts under the guidance of the UNFPA Representative and the direct supervision of the Assistant Representative. He/she also interacts with national counterparts, UN agencies, NGOs, academic institutions and other partners in the context of UNFPA mission.

5. Job Requirements

Education:

BA in the areas of Social Sciences (Sociology, Economics, Anthropology, International Relations, etc.), Health or Mathematics/Statistics Sciences.
Postgraduate studies in the area of Demography or Population and Development would be an asset.

Knowledge and Experience:

Minimum of 4 (four) years in the design, implementing and monitoring of programmes and projects in the area of P&D and Youth.

Languages:

Excellent writing in Spanish; good level in written and oral English.

Other requirements:

Very good knowledge of Office applications and statistics software. Good handling of Geographic Information Systems would be desirable.

Full disposal for travelling, both inside and outside the country, according to working needs.

6. Required Competencies (According to the UNFPA Competency Framework)

Core Competencies:

Integrity

- Demonstrates honesty, truthfulness and probity in all matters affecting his/her work
- Is familiar with and acts in accordance with the standard of conduct for international civil servants and UN/UNFPA values
- Reliably delivers on promises and honors commitments, holding himself/herself accountable for actions taken
- Takes the initiative to report on any deviations from established norms/practices

Commitment to the organization and its mandate

- Demonstrates loyalty and commitment to the aims, principles and purposes of the UN and to UNFPA's mandate and vision
- Places the interest of the organization above his/her own
- Familiarizes him/herself with organizational priorities and understands own role in achieving them
- Adjusts own behaviors/actions to reflect the organizational and/or divisional vision and priorities

Cultural Sensitivity/Valuing diversity

- Shows willingness to work without bias with all persons regardless of gender, nationality, religion or culture
- Understands and respects cultural differences and takes actions appropriate to the religious and cultural context
- Communicates effectively showing respect, tact and consideration for different cultures and understanding for diverse perspectives
- Is aware of own cultural perceptions and behavior and avoids stereotypical and biased expressions

Developing people/Coaching and mentoring

- Knows his/her limitations and strengths, and exhibits a desire to learn and acquire new competencies and skills
- Welcomes constructive criticism and feedback
- Knows when to ask for help and where to focus in developing new strengths, pursuing appropriate learning opportunities and ongoing professional development
- Seeks new challenges and career opportunities including lateral moves and special assignments

Performance management

- Participates in individual work planning and output setting, seeking clarification about priorities and expected results
- Monitors own strengths and weaknesses and evaluates own results realistically
- Seeks and accepts guidance and feedback on own performance, and acts to continuously improve
- Provides performance feedback to supervisors and peers in a constructive and objective manner

Fostering Innovation and Empowerment

- Integrates himself/herself into the work unit, taking responsibility for own contribution to achieving team results
- Actively and enthusiastically attempts to influence events
- Takes initiative and seeks opportunities to originate action
- Proposes innovative ideas and new solutions to work approaches, methods and problems

Working in teams

- Accepts team role and actively and constructively contributes to the work of the team
- Works collaboratively with team members sharing information openly and displaying cultural awareness and sensitivity
- Proactively pursues solutions to team problems and asks for help when needed
- Supports the decisions of the team even when it is not his/her preferred solution

Communicating information and ideas

- Delivers oral/written information in a timely, clear, organized and easily understood manner, ensuring written material does not require corrections or editing by others
- Participates in meetings and group discussions, actively listens and shares information
- Frankly expresses own ideas/interests/concerns with the intent to resolve project-related issues; responds appropriately to criticism
- Asks questions to understand the perspective of others; takes time to hear and consider what others have to say
- Develops a network of contacts inside and outside the organization to gain and share information

Self management/Emotional intelligence

- Stays calm and maintains composure under stress or during a crisis keeping disruptive emotions under control
- Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from setbacks
- Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively
- Is realistic about own limits using support mechanisms as needed and maintaining an appropriate work-life balance

Conflict management/Negotiating and resolving disagreements

- Remains calm, composed and patient, regardless of his/her own state of mind in the face of conflict
- Expresses disagreement in constructive ways that focuses on the issue and not the person
- Expresses own point of view in a neutral manner rather than in an argumentative tone, avoiding unproductive conflict
- Seeks to understand the perspective and interests of the other when in disagreement

Analytical and strategic thinking

- Logically breaks problems down into their essential elements and solves them
- Analyses the needs of the situation accurately, thinks through the consequences of different courses of action, and draws logical conclusions
- Independently gathers and analyzes information, distills critical elements and identifies relevant links using appropriate analytical tools
- Demonstrates an ability to prioritize actions focusing on activities with direct and/or long-term impact

Results orientation/Commitment to excellence

- Strives to improve performance and achieve high personal standards of excellence
- Displays initiative, sets challenging outputs for him/herself and willingly accepts new work assignments
- Takes responsibility for achieving agreed outputs within set deadlines and persists until successful outputs are achieved
- Puts in extra effort and takes action that goes beyond responding to the obvious needs of the situation

Appropriate and transparent decision making

- Makes decisions within his/her own span of control, recognizes issues requiring more advanced judgment and refers them to the appropriate level

- Takes into consideration various and complex issues
- Includes the points of view of relevant others
- Is aware of and takes responsibility for the impact of his/her decisions

Knowledge sharing/Continuous learning

- Actively seeks opportunities to learn, including formal and informal means
- Learns from others elsewhere in the organization and beyond, adopting best practices created by others
- Freely shares information and knowledge with team members and helps others in unit
- Actively produces and disseminates new knowledge, using technology to share knowledge where possible

Functional Competencies:

Advocacy/Advancing a policy-oriented agenda

- Identifies and communicates relevant information for evidence-based advocacy for a variety of audiences
- Maintains a functioning network of contacts in the media and civil society, to promote a better understanding of UNFPA's mandate and to support advocacy efforts
- Identifies and takes advantage of opportunities for advocating for UNFPA's mandate

Results-based programme development and management

- Assesses project performance to identify success factors and compile a list of best practices
- Researches linkages across programme activities to identify critical points of integration
- Monitors specific stages of projects/programme implementation
- Analyzes country situation to identify opportunities for project development and drafts proposals
- Participates in the formulation of project proposals and ensures substantive rigor in the design and application of proven successful approaches

Leveraging the resources of national governments & partners/

Building strategic alliances and partnerships

- Maintains an established network of contacts for general information sharing and to keep on top of issues
- Analyzes and selects materials for strengthening strategic alliances with partners and stakeholders
- Establishes and nurtures positive communication with partners

Innovation and marketing of new approaches

- Generates new ideas and proposes new, more effective ways of doing things
- Documents and analyses innovative strategies/best practices/new approaches
- Documents bottlenecks, problems and issues, and imagines effective solutions
- Adapts quickly to change

Resource mobilization

- Analyzes and maintains information/databases on potential and actual donors
- Develops and maintains database of project profiles
- Provides data and information needed for preparation of project documents
- Identifies opportunities for projects proposals for presentation to donors

Job knowledge/Technical expertise

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Identifies new and better approaches to work processes and incorporates same in own work

- Strives to keep job knowledge up-dated through self directed study and other means of learning
- Demonstrates basic knowledge of standard computer software applications and information technology including electronic communication and seeks to apply it in work tasks

7. Signatures/Certification:

Incumbent's Name & Signature (If Applicable)	_____ <Enter Incumbent's Name Here>
	_____ <Date>
Immediate Supervisor's Name & Signature	_____ <Enter Supervisor's Name Here>
	_____ <Date>
Division Director's Name & Signature	_____ <Enter Division Director's Name Here>
	_____ <Date>

Draft
January 22, 2010