

12. A. General Information

JPO functional title: Programme Analyst, Sexual Reproductive Health

Main sector of assignment: Sexual Reproductive Health Program

Duty Station: Panama City, Panama,
Latin American and Caribbean Regional Office (LACRO)

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals 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.

B. Supervision

Title/Level of Supervisor: Sexual Reproductive Health Regional Advisor, P-5

C. Information for Donor Consideration

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?
The work experience gained in this particular work unit and the proposed ToR would greatly benefit the JPO's possible retention and career advancement in the UN System or UNFPA. Here are some key points:
 - o Exposure to Diverse Responsibilities: The JPO would be involved in a wide range of tasks, including the revision of country national work plans, monitoring reports, and preparation of regional meetings. This exposure to diverse responsibilities would enhance the JPO's skills and knowledge in SRH and HIV.
 - o Collaboration with Regional Technical Adviser: Working closely with the Regional Technical Adviser would provide the JPO with valuable mentorship and guidance. The JPO would learn from the adviser's expertise and gain insights into the strategic direction of SRH initiatives in the region.
 - o Participation in Regional Meetings: The JPO could have the opportunity to participate in regional meetings and interact with stakeholders from various countries. This would expand the JPO's network and provide exposure to different perspectives and best practices in the field.
 - o Data Analysis and Scientific Research: The JPO would be responsible for updating relevant regional data in SRH, HIV, and midwifery, as well as undertaking scientific literature searches. This would enhance the JPO's analytical skills and could contribute to the generation of evidence-based policies and programs.
 - o Alignment with UN and UNFPA Priorities: The work experience gained in this role would align with the priorities of the UN and UNFPA, particularly in the areas of SRH and HIV. This would make the JPO a competitive candidate for future positions within the UN System or UNFPA.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
The supervisor's two decades of experience managing and coaching young professionals provide a wealth of valuable insights and skills. The supervisor's extensive experience in managing and coaching young professionals has resulted in numerous success stories. Young professionals who have worked under the supervisor's guidance often credit their growth, achievements, and career advancements to the supervisor's mentorship and support. The supervisor's ability to create a nurturing and growth-oriented environment has been instrumental in shaping the careers of many young professionals, leaving a lasting positive impact on their professional lives.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
Our work unit is not expected to undergo any realignment in the near future. This will allow JPO to focus on their work, fostering continuity and strengthening working relationships, promoting collaboration, open

communication, and mutual trust among team members. This stable environment empowers JPOs to learn, grow, and positively impact the unit's performance, contributing with their fresh perspectives and driving organizational growth.

4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?

Co-funding the Junior Professional Officer position in the final year of assignment depends on the approval of the director's office. Since the current SRH work plan does not allocate funds for this purpose. The decision will ultimately consider the JPO's performance and the organization's strategic priorities at that time.

5. How many P-2, P-3, and P-4 posts does the work unit currently have?

Currently, the unit has a P-4 level position, a UNV, and the supervisor, working at the P-5 level. This reflects the high level of expertise within our team, especially in areas crucial to our work, such as SRH policy development. Although not a large unit, the importance of the JPO's role in supporting and contributing to our objectives is emphasized. The structure provides focused mentorship and ample opportunities for the JPO to make valuable contributions.

D. Duties and Responsibilities

1. Support the Regional Technical Adviser in the revision of country national work plans and monitoring reports to consolidate and analyze SRH and HIV initiatives.
2. Support the preparation of regional meetings, including inter-agency meetings (e.g. preparation of concept notes, agenda, draft communications, preparation of minutes, development of reports and oral presentations and powerpoints).
3. Support the preparation of presentations in powerpoint on issues related to SRH, maternal mortality, CSE, HIV and Midwifery.
4. Update relevant regional data in SRH, HIV and midwifery.
5. Undertake scientific literature searches in scientific databases in the area of SRH.
6. Support on other tasks as needed.

E. Qualifications and Experience

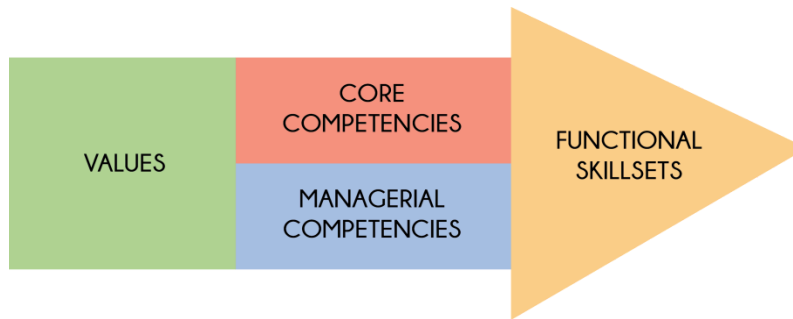
- Postgraduate degree in Medicine, Social Science, Public health, sexual and reproductive health, or other health or social related fields.
- At least 2 years experience in sexual and reproductive health. Prior experience in developing countries is an asset.
- Fluency in English and Knowledge of working Spanish.
- Ability to write clearly and concisely.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

F. Learning Elements

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

- Appraise and prepare projects.
- Write assessment reports on the subject.
- Monitor progress.
- Prepare project budgets,

G. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change.

Core Competencies: Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact.

H. Information on the receiving office

The duty station will be Panama. It's a family duty station, that means that you are allowed to bring any family members.