

1. A. General Information

JPO functional title: Programme Analyst, Adolescent and Youth Development

Main sector of assignment: Adolescent and Youth Development; Gender Equality/GBV, Sexual and Reproductive Health

Duty Station: Algiers, Algeria

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: Head of Office, NOD

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 JPO will be integrated into the Programme Unit and will work in close collaboration with the programme officers and programme associates, so she/he will benefit from their experience, and she/he will master UNFPA mandate and procedures. She/he will also interact with other colleagues from different agencies like the gender thematic group or results group and will learn more about UN system and different agencies programmes, so she/he could aspire to a UN career.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?
The supervisor would be the program analyst who has had to supervise young interns, UNV and work for UNFPA for more than five years and with the support of the Head of Office who has a long experience with UNDP before joining UNFPA, in coaching young professionals and project/programme teams.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?
Yes, the Country Office is under a realignment process.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?
It depends on the CO budget for the last year and resource mobilization.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?
No international staff in the CO.

D. Duties and Responsibilities

- Partake in coordinating activities with existing national and international partners.
- Draft project documents, concept notes and proposals in a clear and concise manner, under the guidance of Programme Coordinator and in coordination with key partners.
- Participate in programme design and development, elaborating work plans, implementation monitoring,
- Periodic report writing and capturing lessons learned.
- Provide ad-hoc support to the programme staff.
- Undertake necessary research and analysis, sharing knowledge and participating in information exchange fora.
- Contribute to the broader development of the UNFPA programme in Algeria through substantive analytical contributions.

- Implement administrative functions/tasks to ensure financial and programme compliance of the project/programme.

E. Qualifications and Experience

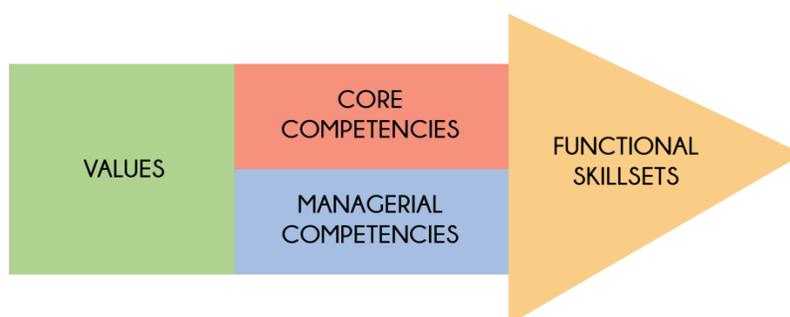
- Master's Degree or equivalent Advanced Degree in a related field of expertise
- At least 2 years of experience in Adolescent and Youth Development Sector, Gender/Sexual and Reproductive Health sector
- Prior experience in developing countries is an asset.
- Fluency in French and English. Knowledge of Arabic is an asset
- 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 of inclusive programmes that promote adolescent and youth development, gender equality, including by addressing the prevention of and response to gender-based violence
- Prepare project budgets based on Programme/project annual work plan

G. Required Competencies



Values: Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing diversity in all its forms, 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.

Functional Skill Set:

Operational Effectiveness

- Ability to perform a variety of research and administrative support tasks in a fast-paced setting.
- Excellent drafting skills.
- Excellent organizational skills.
- Ability to lead implementation of new systems and processes.

Leadership and Self-Management

- Focuses on results for the client and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.

Communication skills:

- Communicates effectively with staff at all levels of the organization and acts with tact and diplomacy.
- Demonstrates compelling communication skills and cross-cultural effectiveness.

Knowledge Management and Learning:

- Promotes a knowledge-sharing and learning culture in the office.
- Understanding of how to make knowledge easily accessible to country offices.
- Ability to advocate and provide policy advice.
- Actively works towards continuing personal learning and development in the office

H. Background Information

Information on the receiving office:

The Algeria CO is one of the specific offices in the Arab States region. UNFPA is very well positioned within the UN system and the government. The JPO will be integrated into the Programme Unit and will work in close collaboration with the programme officers and programme associates. UNFPA is leading the gender thematic Group and is also the lead for the UN joint programme on data (currently under development)

UNFPA Country Programme has four outputs:

Output 1: Strengthened national capacities to provide high-quality reproductive health and family planning services for women and youth, with a focus on hard-to reach and vulnerable populations.

Output 2: Enhanced national capacity to support the promotion of gender equality, including by addressing the prevention of and response to gender-based violence.

Output 3: Improved national capacity for the analysis and use of evidence-based data to support population and development dynamics, with a focus on gender equality and the SRH needs of vulnerable populations.

Output 4: Strengthened national capacity for the delivery of inclusive programmes that promote adolescent and youth development.

Further information on the country office and the different programmatic interventions can be found in the following link: algeria.unfpa.org

Family / Non-family Duty Station – means that you are not allowed to bring any family members:

Algiers is a family duty station.

Living conditions at the Duty Station:

Algiers is a "family duty station." The languages spoken are French and Arabic. A security clearance is subject to the approval of the Designated Official (DO) for any United Nations staff to travel to Algiers. Algeria has a rich cultural history and its people are very hospitable. Any request for travel outside of Algiers must be authorized by national authorities for diplomats and accredited personnel. It is imperative to drive according to the rules and local customs. It is moderately easy to find housing in recommended areas, it should be noted that the rents are equivalent to those of developed countries and that payment of a year's rent in advance is usually requested. Goods and basic services are accessible. Education in local public schools is mainly in Arabic. There are also French international schools (college and high school level) and an international school in English that runs classes until the 6th grade. Complex health interventions may require evacuation. Payments are made primarily in cash. ATM cash withdrawal is limited and payment by electronic funds transfer presents challenges. The network of fixed and mobile telephone is effective. Algiers is well served by airlines and national and international maritime which connect to many foreign capitals.