20. A.   General Information

JPO functional title: **Programme Analyst, Demographic Resilience and Policy**

Main sector of assignment: **Population and Development**

Duty Station: **Istanbul, Türkiye**

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: Regional Adviser, Population and Development, P-5

C.   Duties and Responsibilities

Under the overall guidance of the UNFPA Regional Director and direct supervision of the PD Regional Adviser, the JPO contributes to the substantive and programmatic management of the EECARO Demographic Resilience programme.

Results-Oriented Functional Statements
The purpose of this post is to provide technical and programmatic support to UNFPA's regional and global initiatives on demographic resilience. The region of Eastern Europe and Central Asia is very diverse, and the job will therefore address diverse demographic, economic, social, and environmental situations. It will look at ways in which demographic changes (e.g., population growth, population ageing, population decline, urbanization, migration and low fertility) affect national, regional and global concerns (e.g., poverty, inequality, labor markets, social protection, economics, environment, climate change).

Specific deliverables

The incumbent is expected to carry out the following:

● Support/Contribute to analyses on the links between demographic change and development, including national, regional, and global development goals.
● Support/Contribute to tracking national experiences and available literature on national population policy experience, and the impact of sector policies (e.g. fertility and family policies, pensions and social protection, labor markets and income, urban management and rural revitalization).
● Support preparation of speeches, briefing notes, technical papers, policy briefs, and reports;
● Draft presentations for meetings, including inter-agency and inter-governmental meetings on demographic change, other megatrends, sustainable development and population policies;
● Support other analytic tasks as needed.

Capacity development
● Support countries in the development of demographic and development strategies, with a view to building the resilience of societies to unfolding demographic changes;
● Support the development of UNFPA's regional and country programmes, as well as UN-wide process, such as the Common Country Assessments (CCAs) and the Cooperation Frameworks (CFs), as well as national, and local demographic and development strategies;
● Support the development of standardized guidance, training materials and webinars;
● Carry out other capacity-development tasks as required.

Programme management
● Liaise with key stakeholders – including UN agencies, the scientific community, civil society, and the private sector – who are key in the delivery of the demographic resilience programme;
● Support the organization of major national, regional and global conferences on demographic issues, including the development of agendas, engagement of stakeholders, and follow-up processes;

- Support Project Leader on Demographic Resilience and the Team, in the organization and follow-up to routine internal and external meetings,
- Support other programmatic tasks as required.

D. Qualifications and Experience

Education:
- Advanced university degree (Master's degree or equivalent) in the quantitative social sciences, such as demography, economics, sociology, statistics, governance and policy sciences, public health epidemiology, or related discipline. Work undertaken in the graduate or post-graduate degree should be directly related to the substantive areas required for this post.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work experience:
- A minimum of 2 years of relevant work experience in working with a wide range of national and international data sources and databases;
- Background in the translation of evidence and analysis into policy recommendations, policy briefs, key messages and talking points;
- Experience with policy dialogues and similar events across sectors, including with UN agencies, academics and/or with local or national governments;
- Experience in managing projects from conception to implementation;

Languages:
- For this position, fluency in English is required. Knowledge of Russian is an advantage.

Other Skills:
- Strong competency in data analysis and data visualization using statistical software packages;
- Strong skills in report writing, communications and presentation to diverse, technical and non-technical audiences;
- Strong interpersonal communication skills;

E. Learning Elements

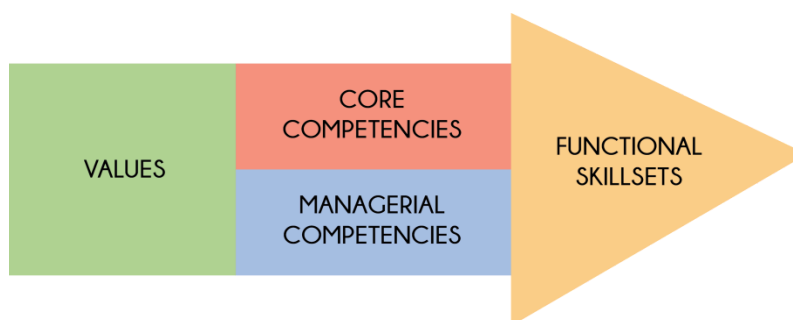Upon completion of the two-year assignment, the JPO will be able to:

Understand the complex demographic changes in the region, including their determinants and implications, as well as the scope for rights-based policy and programmatic responses

Manage complex programmes, involving a range of internal and external partners, and ensure timely follow-up to commitments

Engage internal and external partners in high-level networks, and ensure their engagement around common deliverables.

Write press releases, op eds, human interest stories, website and social media content and funding proposals on areas related to UNFPAs mandate

F. 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:
  Creating visibility for the organization: Ensuring that UNFPA has the visibility and corporate image it requires as the key agency in population and development, reproductive health, youth and gender issues. Moves from research and analysis to developing organizational 'messages' and projects, to formulating strategy for creation of the image, and providing authoritative guidance on the corporate image to be projected.
  Promoting organizational learning and knowledge sharing: Providing learning and knowledge sharing opportunities to assist the continuous development of all staff of UNFPA. Moves from basic research and analysis to the development of innovative tools and mechanisms, to developing policies and innovative approaches, through promoting an organizational culture that values learning and knowledge sharing.
  Innovation and marketing of new approaches: Enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.

G.   Background Information

Information on the receiving office:

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

UNFPA's Regional Office for Eastern Europe and Central Asia (EECARO) is based in Istanbul, Turkiye and covers 17 country offices and territories in the region. Headed by a Regional Director and supported by technical/programme advisers and specialists, the Regional Office in Istanbul and its Sub-regional Office in Almaty provide strategic support and technical expertise to the country offices, including policy advice, guidance, training and support. The office helps countries use population data, ensure the reproductive health and rights of women and young people, and achieve gender equality. UNFPA's Demographic Resilience programme assists countries with strengthening their capacity to understand and anticipate the population dynamics they are experiencing, and ensure they have the skills, tools, political will and public support to manage them.