

## **8. A. General Information**

**JPO functional title:** Programme Analyst, Sexual and Reproductive Health and Rights

**Main sector of assignment:** Sexual and Reproductive Health and Rights

**Duty Station:** Suva, Fiji, Pacific Sub-Regional Office (PSRO)

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 of Supervisor:** SRHR Technical 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 JPO will be responsible for designing, developing, and coordinating a subregional sexual and reproductive health program with a focus on maternal health. This role offers hands-on experience in program management and implementation, monitoring and evaluation, as well as stakeholder engagement. By working in this capacity, the JPO will gain extensive involvement in UNFPA's key mandate in the SRHR area, fostering a solid understanding of the UN system's work in a developing context and within a sub-regional office covering 14 Pacific island countries and territories.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?  
Yes, the supervisor, as the Technical Advisor SRHR, brings extensive experience with UNFPA, including over 5 years in managerial roles.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment? No.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?  
Subject to satisfactory performance, the Country Office is open to considering co-funding the JPO post in the final year of assignment, contingent upon the availability of funding.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?  
The Pacific sub-regional office currently has approximately 17 international posts ranging from P2 to P4, with many positions currently being recruited for the Transformative Agenda project (2023 – 2027).

## **D. Duties and Responsibilities**

- **Providing technical support to the implementation and management of the SRHR programme**
  - In a multi-country office (MCO) operating environment, the SRHR JPO will work at the regional and country levels to ensure that the agreed strategic interventions of the MCP7 programme are implemented in the areas of SRHR.
  - The SRH JPO will facilitate and coordinate Implementing Partners, government departments, consultants, and experts in the implementation of SRHR activities; and contribute to UN systems coordination through participation in technical dialogue, documentation and knowledge management of emerging good practices and provision of inputs into joint common system initiatives.
  - Coordinate day-to-day SRHR programme management of regional implementing partners and government counterparts, including quality control of work plans implementation.
  - Assist in the regional office's SRHR advocacy and resource mobilization efforts, by establishing and maintaining a network of donor and public information contacts.

- Assist with organizing and conducting donor meetings and public information events, including preparing relevant background material for these events.
- **Providing technical support to the monitoring and reporting of the SRHR programme**
  - Monitor regional and country level SRHR programme implementation, implementing partner performance, and track progress including through field visits to assess impact and compliance with results-based performance indicators.
  - Support the evaluation of project and programme activities, to systematically assess programme achievement, and recommend corrective actions as required; by participating in review meetings and evaluation missions.
  - Undertake results-based monitoring and reporting under the SRH programme including timely submission of progress and other reports, as required.
- **Coordinate communication of the SRHR programme**
  - Coordinate and support the development of relevant SRHR advocacy materials at the regional and country levels.
  - Support the production of high quality SRHR communication materials i.e. leaflets, newsletters, and printed materials, for promoting visibility of UNFPA's work and achievements; as well as preparing technical briefs, reports, and talking points/statements, as needed.

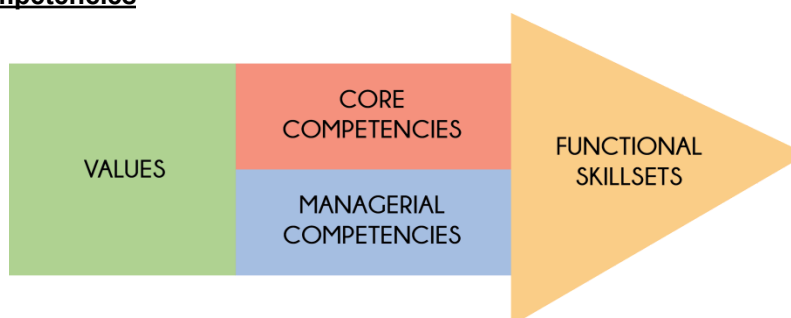
#### **E. Qualifications and Experience**

- Postgraduate degree in international development studies, public health, social sciences, reproductive health, or related fields.
- At least 2 years of experience in SRHR programming, programme implementation, donor reporting is required.
- Good programme design skills, including capacity to prepare logical, coherent, and consistent technical documents including log frames and budgets.
- Strong understanding of sexual and reproductive rights dimensions in policy and programme formulation, implementation, and monitoring.
- Experience in partnership management
- Fluency in English is mandatory.
- Good writing and communication skills.
- Proficiency in computer skills, particularly in current office software applications
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

#### **F. Learning Elements**

- Design, develop and coordinate subregional sexual and reproductive health programme focused on maternal health;
- Effectively support programme teams and partners to apply appropriate integrated health systems and approaches in their areas programmes
- Develop effective monitoring indicators around sexual and reproductive health
- Review and ensure quality control of programme reports
- Undertake stakeholder engagement on policy and programme development/review in the context of middle income developing country
- Undertake desktop reviews, analyze relevant documents, prepare analytic documents, strategic policy and programmatic briefs.
- Nurture strategic partnerships with other UN Agencies
- Develop and improve skills in working within the UN system and with the Government.

## 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.

**Functional Skill Set:** Leveraging the resources of national governments & partners/Building strategic alliances; Results-based programme development and management; Technical knowledge, Internal and external communication and advocacy for results mobilization.

## H. Background Information

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's global Strategic Plan (2022-2025) focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA has been operating in Fiji for the last 30 years. The Pacific Sub-Regional Office covers a total of 14 Pacific island countries and territories (PICTs) including Fiji as well as the Cook Islands, the Federated States of Micronesia (FSM), Kiribati, the Republic of the Marshall Islands (RMI), Nauru, Niue, Palau, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu. UNFPA Pacific's new 7th Multi-Country Programme for these 14 PICTs (MCP7) from 2023-2027, with the overall budget requirement of USD 70 million for five years, as part of the new Pacific UN-wide Sustainable Development Cooperation Framework (UNSDCF) 2023-2027, thrives to assist the Pacific member states with accelerating their progress towards realizing the 1994 International Conference on Population and Development (ICPD) Programme of Action in the last Decade of Action to achieve *Agenda 2030* including the SDGs, ICPD POA, and the regional 2050 Strategy for Blue Pacific Continent, also addressing negative impacts of health pandemics and climate crises on women's and young people's access to sexual and reproductive health and reproductive rights.

The JPO Sexual and Reproductive Health and Rights will be based in the Pacific SRO and report directly to the SRHR Technical Advisor. S/he will provide technical support to the implementation and management of the SRHR programme in a multi-country office (MCO) operating environment, the SRHR JPO will work at the regional and country levels to ensure that the agreed strategic interventions of the MCP7 programme are implemented in the areas of SRHR.

## I. Information about living conditions at the duty station

Suva, Fiji, is a Family Duty Station. Fiji, the most populous country among the 14 Pacific island countries and territories that UNFPA Pacific Sub-Regional Office serves, has a relatively high level of human development and is one of the most developed economies in the region. After nearly a century as a British colony, Fiji became independent in 1970 and joined the United Nations the same year.

Fiji is composed of approximately 330 islands, a third of which are inhabited. Fiji covers about 1.3 million square kilometers of the South Pacific Ocean. UNFPA Pacific SRO, along with the majority of the other UN agencies'

multi-country offices, is based in the country's capital city, Suva, located on the South Eastern side of the main island of Viti Levu. The other major island is Vanua Levu in the north.

The country's economy rests primarily on sugar production and tourism, but is becoming more diverse, with manufacturing now an important sector of employment; however the economy recently suffered a downturn due to the COVID-19 pandemic. The unit of currency is Fiji Dollar (1 USD = 2.22 FJD approximately).

The population totals approximately 900,000, which is growing slowly due to a moderately low level of fertility and a high level of emigration. The population is made up of a mixture of native Melanesian and Polynesian islanders, and a blend of Indian, European, Chinese, Rotuman and Rabi islanders making it a rich and vibrant mix of cultures, sights, sounds and exotic island delicacies. English is spoken widely on the island and it is the common language of communication although the native indigenous Fijian language is spoken by many, as is the Hindi language.

Fiji enjoys a mild and stable climate most of the year, due to the large expanses of open water that surround its islands. The wet season with occasional tropical cyclones, extends from November and April, but rain falls throughout the year, especially in Suva. Fiji enjoys tropical temperatures of between 25-29 degrees Celsius year-round, with generally high humidity.

Suva, the capital of Fiji, and the largest city in the whole of the region, has a population of around 100,000, and it is a multiracial and multicultural city. Suva has an airport, but the major international airport of Fiji is in Nadi, 30 minutes away from Suva by air, and 3.5 – 5 hours by road. Suva has reasonably modern facilities, including a couple of large hospitals, sporting facilities, restaurants, supermarkets, shopping malls and cinema. Modest accommodations are available in Suva (even a high-end one such as the Grand Pacific Hotel) but the availability of small apartments is rather limited. Local buses run every day of the week, and taxis are affordable.

Suva is relatively a safe city, whereas common sense takes a long way in avoiding risks such as pickpockets and house burglaries.