



120 UN Drive  
Mamba Point  
Monrovia, Liberia  
Tel: +231-880-692-744  
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## UNITED NATIONS POPULATION FUND

Vacancy Number : UNFPA/LBR/VA/005/17  
Post Title : **PROGRAMME ASSISTANT – ADOLESCENT SEXUAL REPRODUCTIVE HEALTH (ASRH)**

Contract Level : **G-5 (ICSC 5) FTA**

Organizational Unit : **UNFPA Liberia Country Office**

Duty Station : Monrovia

Duration of assignment : One Year initially, renewable subject to satisfactory performance and availability of funding

Date of Issue : **4<sup>th</sup> January 2017**

Closing Date : **28<sup>th</sup> January 2017**

### **DUTIES AND RESPONSIBILITIES**

Under the overall guidance and supervision of the UNFPA Representative, and the direct supervision of the Program Specialist for ASRH and National Program Officer for ASRH, the ASRH Officer will provide technical support for UNFPA's response to national ASRH priorities. The ASRH Officer will specifically carry out the following duties and responsibilities:

### **Policy and Capacity Development**

- In collaboration with ASRH Programme Specialist and National Program Officer, review and update the progress report of the UNFPA ASRH Programme, including the checking and collection of information on achieved progress and the status of the programme implementation
- Coordinate with ASRH Program Staff to ensure that all documents such as financial reports, work plan, progress report, evaluation report, etc, are submitted in timely manner;
- Ensure logistical and administrative arrangements and follow-up relevant to the ASRH programme functions/meetings such as Adolescent Girls working group, Joint Program on Adolescent Girls, AfT Youth Development Partners meetings, UNDAF Pillar 3 meetings, and other related meetings as well as field monitoring missions are completed in a timely manner
- Support UN interagency collaboration and joint programming efforts in ASRH including joint planning and monitoring and evaluation
- Ensure follow-up and provide necessary inputs on government requests for technical assistance in ASRH-related areas that UNFPA can provide adequate response to

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- Provide substantive input into the UN Technical Group on ASRH, and technical support on ASRH related issues at key stages of the UN joint programming processes and the UNFPA country programme cycle
- Guide and support implementing partners in the development of result oriented program and annual work plans

### **Programme Support**

- Promote substantive and programmatic linkages between UNFPA-supported ASRH interventions with efforts to promote young people's empowerment and gender equality, and prevention of early marriage, unwanted pregnancy and prevention/management of STIs and HIV/AIDS;
- Assist in the Coordination and follow-up on the delivery of ASRH component output; Conduct field visits to assigned project sites and assess the achievement of project results;
- Support/Facilitate the inputs of ASRH Program during Joint review meetings and retreats. Prepares and makes inputs on status and progress reports including lessons learnt and recommendations; follow-up action plan on recommendations made. Organize visiting missions, and field trips, including timely preparation of required documentations;
- Assist in the development of materials for meetings, presentations and workshops; Compile, analyze, summarizes data pertaining to the ASRH Program, maintains records, documents and work plans for the monitoring of ASRH project implementation as well as Audit;
- Assists in the organization of meetings with representatives of implementing Partners involved in the implementation of ASRH Program. Support and provide inputs for the implementation the UN Joint Program of Support HIV and AIDS as well as attend meetings. Prepare draft of correspondence regarding ASRH programme related issues; and
- Any other tasks that may be assigned.

### **4. MINIMUM QUALIFICATIONS**

- Under graduate degree in public health or related health sciences; with a maximum of three (3) years of relevant working experience
- Extensive knowledge of the ASRH situation and trends, and a thorough understanding of the social, cultural, economic and gender dimensions of Liberia
- Familiarity with the UN system and/or experience working with an international organization is an advantage; Dedication to United Nations principles and demonstrated ability to work harmoniously within a team and with different nationalities
- Able to work under minimum supervision; Demonstrate initiative and sound judgment and commitment to UNFPA mandate and mission

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- Excellent interpersonal communication and writing skills; Computer literacy

*Please note that this post is a National Post and is open to applicants of either sex. Preference will be given to equally qualified women candidates.*

### HOW TO APPLY

Candidates should submit their applications indicating post and vacancy number, attach an updated **CV**, and a completed **United Nations Personnel History Form P.11** obtainable from the UNFPA website at [www.unfpa.org](http://www.unfpa.org). **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: [elamin@unfpa.org](mailto:elamin@unfpa.org) with copy to [morris@unfpa.org](mailto:morris@unfpa.org).**

The last date to receive applications will be **28 January 2017**. UNFPA will only respond to applicants who will meet the stated job requirements.

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