



120 UN Drive
Mamba Point
Monrovia, Liberia
Tel: +231-880-692-744
Mobile: +231-770-004-022
+231-777-592-080

UNITED NATIONS POPULATION FUND

Vacancy Number : UNFPA/LBR/VA/001/17
Post Title : **NATIONAL PROGRAMME OFFICER – MONITORING & EVALUATION**
Contract Level : **NOB (ICSC 9) 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 : **4th January 2017**
Closing Date : **28th January 2017**

Duties and responsibilities:

Under the overall guidance of the UNFPA Representative and the direct supervision of the Assistant Representative, the Monitoring and Evaluation (M&E) Officer will be responsible for the coordination and operationalization of strategic planning, results-based monitoring, evaluation and reporting in the areas of population, gender, and reproductive health and rights, at Country Office, organizational and national levels. To this end the Monitoring and Evaluation (M&E) Officer will perform the following functions:

- Coordinates efforts to establish a results-based culture within the CO, and to build the capacity of staff, national counterparts and the UNFPA expert consultant team in strategic planning, results-based monitoring, evaluation and reporting, through a focused learning programme, including causality and problem analysis, strategic thinking, teamwork, monitoring and evaluation methodologies.
- Identifies and participates in knowledge building networks and partnerships, and shares RBM approaches and tools with CO staff, national partners and consultants. Establishes and maintains a M&E area on the UNFPA Country Office website
- Builds an effective system for results-based monitoring, evaluating and reporting on the implementation of the UNFPA-supported Country Programme, ensuring an iterative process whereby lessons learned are fed into the revision of programming strategies to better achieve planned results.
- Participates in the UNFPA Evaluation Network (EVALNET), ensuring knowledge sharing between the CO and other units in the Fund. Contributes to the design and implementation of high quality evaluations, ensuring that evaluation reports are analyzed and discussed among CO staff and national counterparts to extract lessons learned and good practices.
- Coordinates the CO's contribution to the implementation of the four-year organizational strategic plan, the 2004-2007 Multi-Year Funding Frameworks, including high quality and timely annual reporting through the Country Office Annual Report. Integrates feedback from reporting into improving CO performance

Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.



120 UN Drive
Mamba Point
Monrovia, Liberia
Tel: +231-880-692-744
Mobile: +231-770-004-022
+231-777-592-080

UNITED NATIONS POPULATION FUND

- Ensures that the design and review of the Country Programme builds on a solid situation analysis that captures key changes in the national and global environment, and contributes to the achievement of national outcomes, as outlined in the PRS, the International Conference on Population and Development (ICPD) Programme of Action and the Millennium Development Goals (MDGs).
- Collaborates closely with UN counterparts to ensure the alignment, simplification and harmonization of strategic planning, monitoring, evaluation and reporting tools, while also building UN capacity to address population, reproductive health and rights and gender issues in national and MDG reporting. Assists in the design and implementation of the joint strategy and programming activities.
- Supports national efforts to analyze, disseminate and use population-related data from all sources, including the production of sex and age disaggregated data, and the integration of these data into national and local planning processes.
- Identifies and uses experiential knowledge, research and evaluation findings to build a solid evidence base for UNFPA engagement in national policy dialogue.
- In collaboration with governmental, non-governmental, bilateral and multilateral development partners identifies strengths and weaknesses in strategic planning, monitoring and evaluation within national frameworks and approaches, and supports efforts to fill these capacity gaps

Qualifications and Experience Required:

- Minimum of a Master's Degree in Social Sciences, preferably in Public Health, Population, Management, Demography, Economics or Public Administration.
- At least 5 years of increasingly responsible professional experience in development, including the reproductive health/ population field, preferably with gender focus.
- Recognized expertise in monitoring and evaluation;
- Practical programming and strategic planning experience
- Proficiency in current office software applications
- Must be fluent in English. Knowledge of other UN languages is an advantage.
- Familiarity with the UN and its policies and principles will be an advantage.
- Demonstrated ability to work harmoniously with persons of different backgrounds
- Ability to organize work effectively and to meet planned deadlines

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.

Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.



**120 UN Drive
Mamba Point
Monrovia, Liberia
Tel: +231-880-692-744
Mobile: +231-770-004-022
+231-777-592-080**

UNITED NATIONS POPULATION FUND

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. **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: elamin@unfpa.org with copy to 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.

Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.