



# Preview

Programme Analyst, Kuala Lumpur (Putrajaya), Mala...

### Preview

Internal - Desktop

### Language

English (Default)

## Job Info

### Organization

United Nations Population Fund

### Locations

Putrajaya, Malaysia

### Work Locations

DS - Kuala Lumpur, Malaysia

### Posting Date

18/04/2023

### Apply Before

02/05/2023 01.14

### Posting Visibility

Internal and External

### Full or Part Time

Full time

### Grade

NOB

### Vacancy Type

Fixed Term

### Practice Area

### Bureau

Independent office

### Contract Duration

1 Year with Possibility for extension

### Education & Work Experience

Master's Degree - 2 year(s) experience

### Other Criteria

- Experience in the field of development and population...

### Required Languages

Fluency in English and Bahasa Malaysia

### Desired Languages

### Vacancy Timeline

2 Weeks

### Mobility required/no mobility

### Job Category

Population & Development



## Job Details

### Job Description

#### The Position:

The Programme Analyst analyses and assesses relevant political, social and economic trends, guiding and facilitating the delivery of UNFPA's programmes.

You will report to the UNFPA Assistant Representative.

#### How you can make a difference:

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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

Working within a small and complex Country Office (CO) environment, you will support the effective management of UNFPA activities in the areas of population and development, reproductive health and gender. Through substantive analysis and assessment of political, social and economic trends, you will contribute to project formulation and evaluation, joint programming initiatives and national development frameworks.

You will monitor results achieved during implementation, guiding the appropriate application of systems and procedures, and developing enhancements as required

**You would be responsible for:**

- In collaboration with Government counterparts, NGOs and other partners, contributing to the design and implementation of the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures.
- Ensuring appropriate monitoring and oversight mechanisms and systems are established and implemented.
- Analysing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention.
- Analysing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Assessing implications of new policy developments and strategies on programme execution, and ensuring their integration.
- Establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs.
- Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning supporting training needs of project personnel
- Supporting the advocacy and resource mobilisation strategy of the CO, by ensuring preparation of relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles, and participating in related meetings and public events.

**Qualifications and Experience:**

**Education:**

Advanced degree in health, population, demography and/or other related social science discipline

**Knowledge and Experience:**

- Two years professional experience in the field of development and population activities, with experience in programme/ project management
- Practical experience in design, monitoring and evaluation of development projects
- Experience using office software packages and web-based management systems.

**Languages:**

Fluency in English and Bahasa Malaysia; knowledge of other official UN languages, is desirable.

**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
- Communication for Impact

**Functional Competencies:**

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based programmes
- Internal and external communication and advocacy for results mobilisation

**Managerial Competencies :**

- Providing strategic focus
- Engaging in internal/external partners and stakeholders
- Leading, developing and empowering people, creating a culture of performance
- Making decisions and exercising judgment

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.





## STEP-BY-STEP GUIDE

## APPLYING FOR UNFPA JOBS

- ★ If you experience repeated technical difficulties, please send an email to [recruiting@unfpa.org](mailto:recruiting@unfpa.org).
- ★ Resumes sent directly to [recruiting@unfpa.org](mailto:recruiting@unfpa.org) will not be considered.
- ★ Due to high volume of applications, we will not be able to respond to individual queries concerning the application process or status.

# STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS



1. To apply for a job, click on ***“Apply Now”*** on [the UNFPA External Career Site.](#)

**Job Identification**  
2362

**Posting Date**  
05/16/2022, 02:42 AM

**Job Schedule**  
Full time

**Vacancy Type**  
Fixed Term

**Contract Duration**  
1 Year with Possibility for extension

**Other Criteria**  
1) Experience in the EECA Region; 2) Experience in engaging partners at regional and national/local level

**Desired Languages**  
Russian

**Job Category**  
Management

**Locations**  
605 3rd Ave, New York, NY, 10158, US

**Apply Before**  
08/11/2022, 02:42 AM

**Grade**  
P5

**Rotational/Non Rotational**  
Rotational

**Education & Work Experience**  
Master's Degree - 10 year(s) experience

**Required Languages**  
English

**Vacancy Timeline**  
2 Weeks

<https://estm-test.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/site...> **Copy Link**

**Job Description**

**A. Strategic direction, planning and management**

- Lead the positioning of UNFPA on strategic issues in the country on the basis of global, regional and national policies and strategies
- Build institutional relationships with government counterparts, civil society, the private sector, the UN community, other international/national organizations, academia and bilaterals that galvanize support for UNFPA's mandate
- Promote UNFPA's role in the national development agenda, and in the changing aid environment
- Establish priorities for the work of the Country Office in line with regional and global UNFPA corporate priorities
- Ensure that policies, programming tools, state-of-the-art knowledge and sound business practices are incorporated into UNFPA country operations
- Lead and coordinate the development of a strategic plan for UNFPA's humanitarian and preparedness actions in-country

**B. Management of resources**

- Manage international and national staff providing them with direction and motivation; foster their empowerment
- Demonstrate a clear understanding of the role of growth and

**Apply Now**

# STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS



**2. Provide your email address, then click on “Next”.**

**3. A verification code will be sent to your email address.**

*Note: UNFPA Career Site only requires an email address to set up a profile. A traditional username and password are not used. Your profile displays the statuses of your job applications and allows you to sign up for job alerts.*

A screenshot of the UNFPA career site registration page. The header is dark blue with white text: "[TEST\_MM] Representative, P5, FTA, Uzbekistan Country Office" and a location pin icon for "Turkey". The main content area is white and contains the text "You don't need to have an account" and "Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications." Below this is a text input field for "Email Address \*" with an orange dashed border. Underneath is a checkbox for "I agree with the terms and conditions \*". At the bottom, there are two buttons: "CANCEL" and "NEXT", with the "NEXT" button highlighted with an orange dashed border.

# STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS



**4. Enter the code you received in your e-mail.**

[TEST\_MY] Representative, P5, FTA, Uzbekistan  
Country Office

Turkey

## Confirm Your Identity

The verification code was sent to this email address: rukiyerukiye5353@gmail.com. When you get the code, type the code into the field to confirm your identity and complete your job application. Note that it may take some time before you receive the code.

| \_\_\_\_\_

VERIFY

Send New Code

# STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS



5. Fill out an application and click ***Submit***.

6. Congratulations, you have successfully submitted your application. In your e-mail, you should have received a confirmation of application.

A screenshot of the UNFPA online application form. The form is white with a light gray background for the 'E-SIGNATURE' section. The 'NATIONALITY & PERMANENT RESIDENCE INFORMATION' section includes a warning: 'Your application will not be considered if you do not complete the online application form. Please identify all the Nationalities and Permanent Residencies.' Below this is a button labeled 'ADD NATIONALITY & PERMANENT RESIDENC... +'. The 'EXTRA INFORMATION' section includes the instruction 'Provide at least 3 references.' and a button labeled 'ADD EXTRA INFORMATION +'. The 'E-SIGNATURE' section contains a consent statement: 'By submitting this application, you consent to the full release of information about your work experience and performance, education, ability and fitness by employers, education institutions,...' followed by a 'Show More' link and a 'Full Name \*' input field. At the bottom of the form, a blue 'SUBMIT' button is highlighted with an orange dashed border.



# FREQUENTLY ASKED QUESTIONS



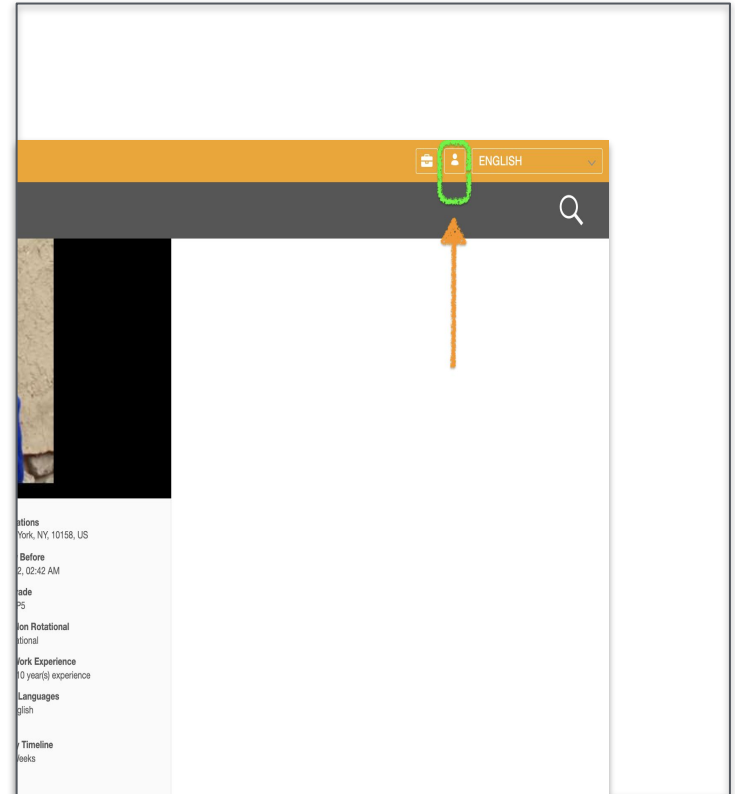
# FREQUENTLY ASKED QUESTIONS

## → How do I log back into my personal profile?

- ❑ Click on the person icon (Manage Profile) in the top right side of the Careers site.
- ❑ Enter the email address you provided in the past on the UNFPA Career Site.
- ❑ A verification code will be sent to your email address.
- ❑ Enter the verification code.

## If the verification code doesn't work or you didn't receive it:

- ❑ Check your Spam or Junk email folder.
- ❑ Click on “Resend Verification Code” from the pop-up box where you entered your email address.
- ❑ Confirm you are using a recommended browser, Chrome or Firefox, and try again.



## FREQUENTLY ASKED QUESTIONS



→ I applied for a position, what happens next?

If you are found suitable for the job, the recruiting team will be in touch regarding the next steps. You can check the status of your application in your personal profile.

# FREQUENTLY ASKED QUESTIONS



## → How can I check the status of my application?

You can check the status of your application by logging into your candidate profile [here](#).

The screenshot shows a candidate profile for Richard Williams (unfpaerptest@hotmail.com). The profile is divided into three sections: ACTIVE JOB APPLICATIONS, DRAFT APPLICATIONS, and INACTIVE JOB APPLICATIONS. Each section contains a list of applications with their status and details.

Section	Application Title	Status	Location	Details
ACTIVE JOB APPLICATIONS	[TEST_MY] Administrative Associate, Istanbul, Turkey, EECA Regional Office, GS-7, FTA	Under Consideration	Istanbul, Turkey	UNFPA • 2409 • Applied on 06/02/2022
DRAFT APPLICATIONS	[TEST_MY] TEMPORARY APPOINTMENT: PSEA & GBV Humanitarian Inter-Agency Coordinator, P3, Burundi Country Office	Continue	Burundi	UNFPA • 2399 • Saved on 06/02/2022
INACTIVE JOB APPLICATIONS	[TEST_MY] Administrative Associate, Istanbul, Turkey, EECA Regional Office, GS-7, FTA	Offer Accepted	Istanbul, Turkey	UNFPA • 2400 • Applied on 06/02/2022

## FREQUENTLY ASKED QUESTIONS



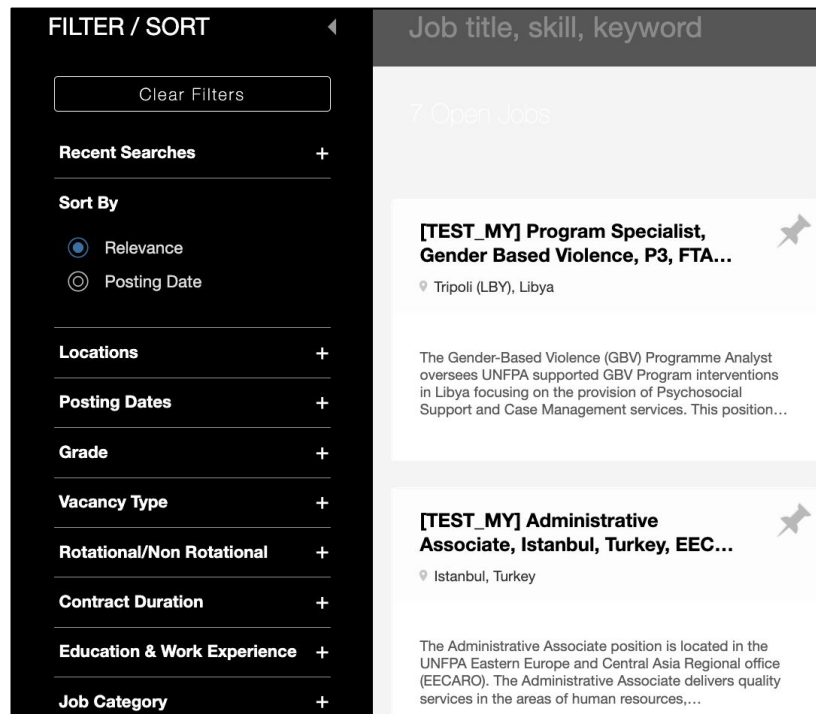
### → Is it possible to edit a submitted application or upload a new resume? Can I withdraw my application?

Once your application has been submitted, you will no longer have the ability to make edits to the submission. You will have the ability to edit your contact information and address. Any changes you make will be saved on your candidate profile and populated in future applications. You have the ability to withdraw your application at any stage of the process.

# FREQUENTLY ASKED QUESTIONS

## → How can I find more jobs matching my specific interests?

Applying filters can help with narrowing down your search. You can apply filters based on job category, vacancy type, grade etc.

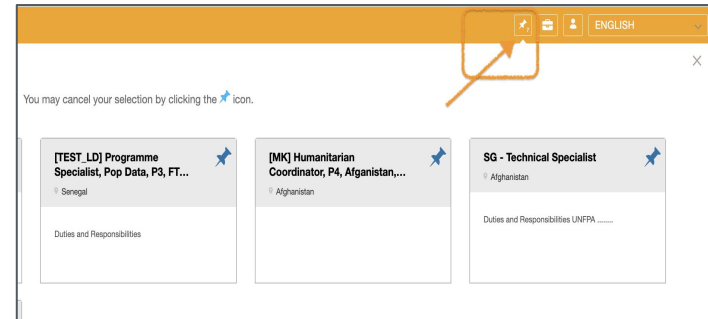
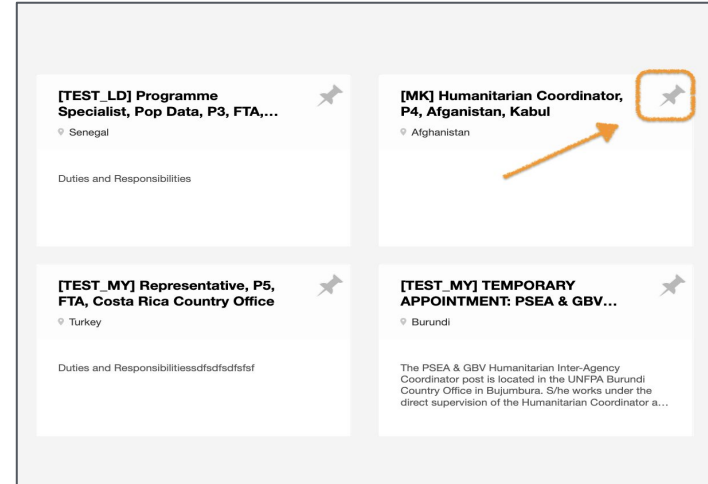


The screenshot displays a job search interface. On the left, a dark sidebar titled 'FILTER / SORT' contains several filter categories, each with a plus sign to expand it: 'Clear Filters', 'Recent Searches', 'Sort By' (with radio buttons for 'Relevance' and 'Posting Date'), 'Locations', 'Posting Dates', 'Grade', 'Vacancy Type', 'Rotational/Non Rotational', 'Contract Duration', 'Education & Work Experience', and 'Job Category'. The main content area on the right is titled 'Job title, skill, keyword' and shows '7 Open Jobs'. Two job listings are visible: 1) '[TEST\_MY] Program Specialist, Gender Based Violence, P3, FTA...' located in Tripoli (LBY), Libya, with a description of the Gender-Based Violence (GBV) Programme Analyst role. 2) '[TEST\_MY] Administrative Associate, Istanbul, Turkey, EEC...' located in Istanbul, Turkey, with a description of the Administrative Associate role in the UNFPA Eastern Europe and Central Asia Regional office (EECARO).

# FREQUENTLY ASKED QUESTIONS

## → Can I save a job and apply later?

- ❑ If you find jobs you're interested in, but want to come back to apply later, log in to your profile by clicking on the person icon (Manage Profile) in the top right side of the Careers site.
- ❑ Begin your search and identify jobs you're interested in. To save, click the Pin in the top right corner next to the job title. The pin will change from white to either blue or green.
- ❑ Sort by your favorite job by clicking the pin icon (My Job Selections) at the top of the Careers site.



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

**UNFPA**

