



United Nations Population Fund

Job Description

Job Title	Programme Assistant-Youth, FTA, G5
Location	Damascus, Syria
Full/Part Time	Full-time

How to Apply: Interested and qualified candidates can apply through: [Link to submit your application](#)

Rotation

This post is non-rotational.

Background Information

PLEASE NOTE THAT THIS VACANCY IS OPEN ONLY TO NATIONALS OF SYRIA.

Closing Date: 7 December 2024

Contract type/ Grade: Fixed Term Appointment, G5

Duty Station: Damascus, Syria

Duration: One Year

Supervisory arrangements: You will report to gender program officer.

The Position:

Under the overall guidance of the Representative of UNFPA and the direct supervision of the Youth Program Analyst, the Program Assistant will assist in the effective management and implementation of the Youth Programme activities.

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 new strategic plan (2012-2025), focuses on efforts to achieve the three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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:

The Youth Program Assistant should demonstrate commitment to UNFPA and the UN system, results oriented focus, activity works towards continuing personal learning and development, respect to cultural diversity, and is a team work player.

The Program Assistant will be delivering:

- Monthly report with youth Programme key achievements.
- Quarterly progress report. The report includes the main achievements of different youth program-related activities, key challenges, lessons learnt and recommendations.
- Field visit reports after each visit to IPs with clear recommendations.

You would be responsible for:

A. Programme Planning and Implementation

- Participate in the identification and formulation of the country programme and project components by compiling and analyzing information in the areas of youth and adolescents programming.
- Support the development of youth projects, Annual Work Plans, tables and statistical data, and support incorporating them in the UNFPA's internal system.
- Provide logistical support to programme implementation by coordinating review meetings and other project related workshops and events.
- Assist in identifying shortfalls and bottlenecks in the implementation of planned activities that would require immediate action, and propose recommendations and corrective measures;
- Attend internal and with partners meetings, take notes and share them in a timely manner.

B. Monitoring and Evaluation

- Monitor the implementation of the UNFPA and IPs work plans activities and assess achievement of indicators;
- Undertake field visits and submit field monitoring reports with clear recommendations;
- Establish and nurture effective communication and liaison with partners and office staff to ensure effective performance of these duties.

C. Programme Quality Assurance and Compliance

- Follow up on implementing procedures with the IPS to ensure timely submission of all tools and progress reports.
- Assist in monitoring projects expenditures and disbursements to ensure delivery is in line with approved budgets and to realize targeted delivery levels.

- Assists in managing operational requirements of work plan activities in terms of sub-contracts, letters of intent, trainings, workshops, equipment, supplies and other project related events to facilitate project delivery
- Perform Quantum/Quantum plus related functions according to the relevant profile as CO Programme Assistant.
- Assist in the preparation of project budget revisions for processing and approval.
- Ensure proper coordination with the P&D, RH, Gender, and GBV teams for proper integration (financial and technical) of youth activities across programme components in line with UNFPA strategic plan and country programme documents(CPD).

D. Reporting, Documentation and Advocacy

- Contribute to increasing the visibility of the youth Programme through various approaches (i.e, website newsletter, material, media exposure, advocacy, participation in various events, etc.);
- Provide support in the identification, systematization and reporting of good/promising practices and lessons learnt;
- Assist in drafting reports to donors and in preparing required data and inputs for proposals.
- Ensure timely update of the Google Drive folder with key Youth related documents.

Perform any other activity as required to assure the success of the work team Education and Experience:

Qualifications and Experience

Education:

High School degree with **5 years** of working experience, in the fields of Programme support preferably focusing on delivering youth related programs. Experience with UNFPA or UN programing is an asset.

Knowledge:

- Familiarity with international strategies and resolutions related to young people.
- Proven experience in dealing with local government challenges and procedures;
- knowledge and experience in the field of youth policy and community development actions;
- Experience in preparing and implementing capacity building activities;
- Experience in preparing reports and short news.

- Excellent interpersonal skills and ability to operate under stressful conditions;
- Good social and communicative skills;
- Strong verbal and written communications skills
- Proficiency in current office software applications and corporate IT systems

Languages:

Excellent knowledge of written and spoken English and Arabic is required.

Open to Syrian nationals only.

Due to the volume of applications received, only shortlisted candidates will be contacted for an interview