



VACANCY ANNOUNCEMENT:

Post Title:	Programme Assistant
Post Level:	GS5
Contract Type:	Service Contract
Duty Station:	Maun
Duration:	1 year

Job Purpose

Botswana country office supports the Government of Botswana to implement the Safeguard Youth Programme (SYP) with an overall goal of contributing to the improvement of sexual and reproductive health status and reduce HIV infections among adolescents and young people aged 10 – 24 years. The key focus of the programme is to support delivery of high impact HIV prevention interventions for young people, specifically adolescent girls and young women, boys and young men and young key populations. Differentiated service packages of interventions will be delivered to these groups in Ngami and Okavango districts to increase their access to Comprehensive Sexuality Education, HIV testing, linking them with ART and HIV prevention services, including strengthening comprehensive condom programming in the districts . UNFPA is looking for a suitable candidate with specific skills and experience in youth programming and HIV prevention. The Programme Assistant supports the design, planning and management of Adolescent Health programme. The incumbent will support implementing partners in the two districts to deliver high quality youth programmes.

Major Activities/Expected Results

- Provides logistical support to implementation of the Safeguard Young people programme including provision of technical assistant to implementing partners at district level.
- Assists in monitoring of the implementation of the programme components, not limited to Comprehensive Sexuality Education (CSE) and Social Behaviour Change Communication (SBCC) programme activities, including youth engagement.
- Support establishment and implementation of mechanisms to systematically assess the achievement of results, participating in review meetings and preparing regular inputs to status and progress reports. Analyzes basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations.
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies and approaches of the country office and drafting relevant materials for dissemination.

- Supports advocacy and resource mobilization strategy of the CO by compiling and synthesizing relevant background material for use in discussions and public events.
- Establishes and maintains network of donor and public information contacts and provides assistance in organizing and conducting donor meetings and public information events

Education

- Diploma in any health related degree, a first degree is an added advantage.

Knowledge and Experience:

- Three years of relevant experience in programme/ project management. Experience in managing a youth programme is desirable.
- Experience building partnerships with a wide range of stakeholders including district level leadership and implementers.
- Ability to produce high quality project reports.

Required Competencies:

Core Competencies:

Values/Guiding Principles

- Integrity
- Commitment to the Organization mandate
- Cultural sensitivity
- Valuing Diversity

Personal leadership & Effectiveness

- Analytical and strategic thinking
- Result oriented
- Commitment to excellence
- Knowledge sharing
- Continuous learning

Building and managing relationships

- Working in teams
- Communicating information and ideas

Functional Competencies:

- *Results-based programme development and management* – Contributes to achievement of results through primary research and analysis and effective monitoring of programme

implementation. Uses analytical skills to identify opportunities for project development and participates in formulation of proposals ensuring substantive rigour in the design and application of proven successful approaches.

- *Innovation and marketing of new approaches* – enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.
- *Leveraging the resources of partners/ Building strategic alliances and partnerships* – Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and to share information. Analyzes selected materials for strengthening strategic alliances with partners and stakeholders.
- *Resource mobilization* – Provides inputs to resource mobilization strategies analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors.

Languages: Fluency in English is required