



Programme Analyst, HR/HP

Job title:	Programme Analyst, HR/HP
Level:	NO-A
Position Number:	218035
Location:	Accra, Ghana
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	One year (renewable)

The Position:

The Programme Analyst, Human Rights/Harmful Practices supports the implementation of UNFPA's Programme on Gender Equality and Human Rights as stipulated in the Ghana Country Programme.

You will report to the UNFPA Programme Specialist, Gender Equality and Human Rights.

How you can make a difference:

UNFPA strives to find solutions to the problems that humanity faces today. Working along critical pathways, the action will accelerate the fulfillment of unmet needs for family planning, ending preventable maternal deaths, and ending gender-based violence and harmful practices. UNFPA's new strategic plan (2022-2025), leads to 2030 and the achievement of universal access to sexual and reproductive health and reproductive rights. Emerging trends inform the plan, new and expanded priorities add to longstanding commitments, and "how we work" is changing. Yet every step continues to be guided by the ICPD Programme of Action and the 2030 Sustainable Development 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 large and complex Ghana Country Office environment, you will support the effective management of UNFPA initiatives in the areas of human rights and harmful practices in line with the Country Programme Document (CPD) 2023 – 2027 focusing on strengthening national capacity for the provision of high-quality Gender and Human Rights programming, especially for the most vulnerable populations, including women, young people and internally displaced people.



Employing your programme management experience, you will support the work of the programme team as well as consultants, advisors, and experts. You will provide quality, timely and integrated technical and programmatic support in terms of UNFPA policy and strategy related to address human rights and harmful practices issues and their inclusion in the global development agenda as outlined in the regional and global priorities, including aligning with the UNFPA strategic plan, 2022 – 2025, that seeks to accelerate the reduction of preventable maternal death, unmet need for family planning, and gender-based violence and harmful practices, and it fits within two of the three pillars of the United Nations Sustainable Development Cooperation Framework (UNSDCF), 2022 – 2025, namely: equitable access to social services and promoting a peaceful Ghana; as well as the Country Programme Document (2023 – 2027) which contributes to national priorities, including creating a wealthy, inclusive, sustainable, equitable, resilient, healthy and disciplined society, encapsulated in the President’s vision of “Ghana Beyond Aid”.

You will work towards increasing the national capacity on human rights/harmful practices issues, including provision of information, especially for women and young people. 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 provide integrated technical and programme advice on gender equality, human rights, gender-based violence, harmful practices, reproductive rights, and social inclusion, and promotes inter-linkages within the gender portfolio of projects and among other programmes in the areas of adolescents and youth and population dynamics, building capacities of staff and partners to incorporate an intersectionality lens across all programme areas.

You will work in close collaboration with the other Programme and Operations teams, staff in other UN Agencies and Government, technical advisors and experts, multilateral and bi-lateral donors and civil society organizations, ensuring successful UNFPA programme development and implementation.

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.
- Keep abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks and prepare briefs



and inputs for policy dialogue, technical assistance coordination and development frameworks.

- Ensure appropriate monitoring and oversight mechanisms and systems are established and implemented.
- Manage and build the capacity of local development implementing partners to ensure effective and efficient implementation of Human Rights/Harmful Practices programming.
- Analyze and report on programme and project progress in terms of achieving results, using existing monitoring and evaluation tools and introducing new mechanisms and systems; identifying constraints and resource deficiencies and recommend corrective action.
- Monitor projects work plans, expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels.
- Analyze and interpret the political, social and economic environment relevant to UNFPA activities, and identify opportunities for UNFPA assistance and intervention.
- Analyze policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
- Assess implications of new policy developments and strategies on programme execution, and ensuring their integration.
- Establish collaborative relationships with executing agencies, experts, government counterparts and other UN agencies to facilitate timely and efficient delivery of project inputs.
- Assist 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
- Support the advocacy and resource mobilization 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.

Any other duties as assigned by the supervisor from time to time in consultation with the management.



Qualifications and Experience:

Education:

Master's degree in Social Science, Gender, Social Work, Development or related field.

Knowledge and Experience:

- Two years of professional experience in programme and project management, including international development assistance in the field;
- Understanding of gender and human rights and women's human rights is essential;
- Broad experience in gender analysis, policy and programming is essential;
- Experience in culturally sensitive programming is essential;
- Experience in advising and supporting initiatives to promote gender equality and eliminate harmful practices;
- Demonstrated expertise in the substantive area of work, including programme/project planning design, follow-up, monitoring and evaluation;
- Strong track record of technical leadership and proven ability to produce demonstrable results
- Experience using Microsoft Office software packages, Cloud applications, like Google Suite, and web-based ERP management systems, such as, the Oracle, Quantum, QuantumPlus, Quantum PowerBI, etc.
- Demonstrated experience in working successfully as a member of a multidisciplinary team.

Languages:

Fluency in English; knowledge of other official UN languages, preferably French and/or Spanish, is desirable.

Required Competencies:

Values: • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change	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 mobilization
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, • Communicating for impact	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

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.