

I. Position Information

<p>Job Title: Programme Analyst</p> <p>Department: Morocco CO</p> <p>Reports to (Title/Level): Head of Office/NOE</p>	<p>Current Grade: P2</p>
--	---------------------------------

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Reporting to the Representative of UN Women Morocco Office, the Programme Analyst contributes to the effective management of the programmes in the Country Office by providing substantive inputs to programme design, formulation, implementation, and evaluation. The Programme Analyst is responsible for coordinating the Women Economic Empowerment namely with regards to the implementation of the governmental Plan for Women Economic Empowerment in Morocco and female leadership portfolio particularly with regards to strengthening women participation in governance bodies which includes coordinating relationships with national partners and stakeholders, monitoring, and reporting. The Programme Analyst works in close collaboration with the programmes and operations teams, UN Women HQ staff, government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under the portfolio of Women Economic Empowerment and female leadership.

III. JPO Programme Components

Title of Supervisor: UN Women Morocco Country Office Representative

Content and methodology of supervision:
 Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with the direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and supervisor

Evaluation:
 The Performance Management and Development (PMD) tool will serve as a primary platform to evaluate of the JPO's performance.

Training components:

- Participation in a UN Women Induction Course in New York or remotely if applicable.
- UN Women mandatory online training courses
- Access to online training and learning resources of the Learning Management System to develop management skills as well as knowledge in specific technical areas in line with the individual learning plan developed annually with the supervisor
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide

Learning components:

On completion of the assignment, the JPO will have/be able to familiarize with the UN system structure, organization and goals of UN Women strategies in country; acquire a 'hands-on' experience in all substantive aspects of development management and programming within UN Women; and deepen her/his knowledge of the principle of gender issues affecting women Morocco.

In addition to strengthening of UN Women competencies skills set, in particular those listed below, the JPO will also learn/acquire some of the following:

- learn about UN Women's mandate and guiding normative framework.
- Extensive 'hands on' experience and/or exposure to: i) Programme and operations design & management; ii) Partnership design & implementation iii) United Nations System iv) extensive knowledge of the situation of women's rights and gender equality in the Morocco
- Exposure to the work of UN Women corporately and attending external meetings, conferences, high-level events, field missions and training workshops, in line with responsibilities assigned.

IV. Functions**1. Contribute technically to the coordination of the Women Economic Empowerment and female leadership Programme/Portfolios**

- Contribute the overall programme/portfolio work plan development and implementation according to Strategic Note/ programme document, with the particular focus on UN Women support to the implementation of the governmental Plan for Women Economic Empowerment in Morocco and to national efforts to strengthen women participation in governance bodies and decision making entities.
- Provide inputs and support the preparation of work-plans, periodic narrative progress reports and expenditures status reports to the programme steering committees and UN Women.
- Establish systems for project planning, implementation and monitoring, in collaboration with partners.
- Record and maintain documents on relevant programme activities, issues, and risks.

2. Provide substantive technical support to the implementation of the Women Economic Empowerment and female leadership Programme/Portfolio

- Provide inputs to the development of partnerships and resource mobilization strategies to support national priorities in achieving women economic empowerment objectives and to strengthen women participation in all levels of decision and governance bodies.
- Gather and compile all information necessary for monitoring and reporting on programmes and projects from the planning to the evaluation stages.
- Prepare quarterly and donor reports and provide inputs to the annual report.
- Provide inputs from Women Economic Empowerment and female leadership programme activities and results to country office reporting.
- Monitor the implementation of activities and the expenditure of funds; conduct regular monitoring visits, as required.
- Coordinate the development and preparation of financial resources of the programme including budgeting and budget revisions, and expenditure tracking and reporting.
- Monitor the allocation and disbursement of funds to programme partners.

3. Provide technical assistance and capacity development to the office, partners, and stakeholders

- Identify capacity building needs and support partners through technical assistance, mentoring, training, and capacity development initiatives, as needed.
- Document the programme implementation process and products.
- Contribute to the exchange of information and provide inputs to the development of knowledge products internally and externally of the programme.

- Coordinate the organization of major advocacy campaigns, events, trainings, workshops, and knowledge products.

V. Key Performance Indicators

- Timely and quality implementation of Programme/Portfolio activities against set workplans, timelines, and budgets, in line with the Strategic Note/ programme document
- Quality and timely reporting
- Strong relations with partners and stakeholders
- Regular and timely monitoring of activities
- Enhanced best practices and lessons learned documented and circulated

VI. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Good programme formulation, implementation, monitoring and evaluation skills
- Good budget and finance skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Knowledge of UN programme management systems

VII. Recruitment Qualifications

Education and certification:

- Master's degree or equivalent in public administration, law, human rights, gender equality, management, social sciences, political sciences or a related field is required
- A first-level university degree in combination with two additional years of qualifying experience **may be accepted** in lieu of the advanced university degree.

A project/programme management certification would be an added advantage

Experience:

USAGE INTERNE - INTERN GEBRUIK

	<ul style="list-style-type: none">• At least 2 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building.• Experience in the coordination, implementation, monitoring and evaluation of development programmes and projects is an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English and French is required• Knowledge of the other UN official working language is an asset.• Knowledge of Arabic is an asset.