



TERMS OF REFERENCE JUNIOR PROFESSIONAL OFFICER

A. General Information

POST TITLE: Population & Development - Junior Professional Officer (JPO)

LOCATION: Honduras

DURATION: One year initially with the possibility to extend

B. Supervision

Content and Methodology of Supervision:

1. Provide job-related guidance in a timely, constructive and appropriate manner.
2. Explain the functions and what is required of the JPO's position and how it relates to the overall mandate of UNFPA.
3. Provide the necessary information, rules, equipment and other tools for the job to be done well.
4. Provide the JPO with opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities.
5. To take an overall interest in the development and provide encouragement and advice on how the JPO can realize his/her potential.
6. To consult and provide opportunities for the JPO to express his/her views on work-related matters.

C. Duties and Responsibilities

Under the supervision of the Deputy Representative, the JPO substantively contributes to the effective management of UNFPA activities in the areas of population and development. He/She will analyze and assess relevant political, social and economic trends and provides substantive inputs to project formulation and evaluation, joint programming initiatives and national development frameworks.

The JPO will be expected to provide specific inputs in Population and Development to various government agencies, NGOs, UN Agencies, development partners and other international organizations represented in Honduras with which UNFPA has established collaborative arrangements.

The JPO will be responsible for the following duties and responsibilities:

- In collaboration with Government counterparts, LACD experts, NGOs and other partners contributes substantively to the formulation and design of the country programme and its annual work plans in line with Government priorities and according to UNFPA programme policies and procedures. Ensures quality of programme/project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Analyzes and interprets the political, social and economic environment relevant to population and development, particularly related to public policy regarding adolescence and youth, and identify

opportunities for UNFPA assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks. Keeps good contacts with a wide range of partners in the area of adolescence and youth.

- Analyzes and reports on programme and project progress in terms of achieving results, using existing monitoring and evaluation tools and introducing new mechanisms and systems; identifies constraints and resource deficiencies and recommend corrective action. Monitors projects expenditures and disbursements to ensure delivery of project inputs and addresses training needs of project personnel.
- Helps create and document knowledge about current and emerging population development trends, particularly related to adolescence and youth, for use in knowledge sharing and planning future strategies.
- Assists advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events.
- Helps organise and lead workshops and meetings with technical staff, community leaders and youth leaders.

D. Qualifications and Experience:

1. A solid academic background at the post-graduate level (Master degree) preferably in Sociology, Political Science, Pedagogic and or related social science field preferably with some specialisation in youth issues.
2. Experience in the formulation, monitoring and/or evaluation of projects/programmes in Population and Development and related social science domain would be an asset; preferably some experience in community participation processes with adolescents and youth; teaching experience is an asset.
3. Fluency in Spanish and ability to write clearly and concisely; working knowledge of English.
4. Proficiency in current office software applications.
5. Initiative, sound judgment and demonstrated ability to work harmoniously with staff members of different national and cultural backgrounds.

E. Corporate Competencies

Valuing Diversity

Demonstrates and international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context. Continually examines his/her own biases and behaviours to avoid stereotypical responses.

Working in Teams

Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to team problems and asks for help when needed. Pursues achievement of common goals.

Integrity/ Commitment to the mandate

Acts in accordance with UN/UNFPA values. Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.

Self and conflict management

Makes effective use of oneself – managing moods. Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism.

Communicating information and ideas

Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others.