

TERMS OF REFERENCE

National Programme Officer Population and Development

(This is a re-advertisement, applicants applied before need not to apply)

The United Nations Population Fund (UNFPA) in Bangladesh seeks a National Programme Officer (NPO), Population and Development (P&D) mainly to implement P&D Component Programme and to work within the framework of the 7th UNFPA Country Programme and in line with the Government of Bangladesh's Health and Population Programme, particularly in the areas of Population and Development.

Under the overall guidance of UNFPA Representative and direct supervision of the Assistant Representative (P&D and Gender), NPO-P&D substantively contributes to the effective management of UNFPA project(s)/and activities.

Major Duties and Responsibilities:

The incumbent will carry out the following:

- Work as UNFPA focal point for Population and Development. Communicate with the Team members in expediting and coordinating project implementation with GOB and other agencies as required.
- Liaise with the Project Directors to organize project and related activities (both from the management and technical perspectives).
- Identify technical assistance and training needs for the P&D component of the project. The incumbent will provide technical assistance for planning, implementation, monitoring and evaluation of the project(s) under P&D component. Participate in the planning of capacity building activities at central and field levels.
- Monitor and implementation of UNFPA related activities of the project (s)
- Identify necessary action for project adjustments. Assist in the development and/or introduction of new approaches, methods and practices in attaining the outputs of the project.
- Work as a team member to ensure that project is on right track.
- Participate in the development of P&D related activities in the district plans.
- Undertake field visits to monitor quality of project activities, as well as arrange periodic project review with counterparts and other partners
- Responsible for planning and procurement of necessary equipment and supplies, prepare distribution list of equipment and supplies and keeps records for P&D component and its projects.
- Reviews annual work plan; request for advance of funds; review budget; prepare budget revisions and/or supplementary budget for approval.
- Assist to arrange audit of the projects
- Support to UNFPA Country Office in execution of other P&D project activities in the areas of policy level initiatives and contemporary emerging challenges. Specific responsibilities include supervision and monitoring, revision of existing projects, plans and budgets, develop of guidelines and protocols, assist in developing new projects and research/assessment. Organize seminars/workshops and review meetings. Coordinate long and short-term training as per the schedule as and when required.

- Guide, supervise/mentor the Project Officer(s)/Associate Project Officer(s) of the P&D component projects
- Undertake any other activities as assigned by the Representative & the Organization.

Qualifications:

- Post graduate degree in Population/Statistics/Demography/Social Sciences or related other fields
- A minimum of eight (8) years professional experiences preferably in programme/project management
- Experience in working with the governments and NGOs/CBOs.
- Demonstrated technical expertise in the area of population and development issues
- Proven managerial skills in the development of project proposals, implementation, monitoring and evaluation of population programmes
- Proficient in computer applications (MS Word, MS Excel, MS PowerPoint).
- Updated knowledge of population and health system and successful record on management in the project.
- Broad knowledge of international population and development issues.
- Ability to establish and maintain harmonious relationships with colleagues inside and outside UNFPA. Ability to work in a team.
- Excellent presentation, written and communication skills in both English and Bangla