



File: RR.HH
10 de abril del 2017

CIRCULAR No. 1/2017

A: Representantes, Directores,
Personal de Naciones Unidas
Candidatos (as) externos (as) al Sistema de Naciones Unidas

De: Rafael Cuestas
Coordinador Internacional de Programas

Asunto: Anuncio de Vacante Asociado (a) de Programa proyecto "Educación de la Sexualidad, Salud Sexual y Derechos Humanos"

Tengo el agrado de invitar a todas las personas interesadas y que reúnan los requisitos estipulados en los Términos de Referencia que se acompañan, a presentar su candidatura para el siguiente puesto en la oficina del UNFPA en Cuba:

➤ **Asociado de Programa (Tiempo Parcial) proyecto "Educación de la Sexualidad, Salud Sexual y Derechos Humanos"**

Las personas interesadas deberán presentar su candidatura en sobre sellado, con Referencia: Vacante Asociado (a) de Programa Tiempo Parcial y dirigido a la Sra. Mayte Creagh, Secretaria del UNFPA, Calle 18. No. 110 entre 1ra y 3ra, Miramar, La Habana. Dicho sobre deberá contener:

- 1- carta de motivación en inglés
- 2- planilla P.11 debidamente completada en inglés y firmada (se adjunta el formato)
- 3- certificaciones académicas y otros documentos que acrediten el historial profesional del candidato (a).

La vacante estará abierta a todas las personas interesadas. Esta oficina se reserva el derecho de responder a las candidaturas que resulten de interés y cumplan los términos anunciados. La persona seleccionada será contratada bajo la modalidad de Contrato de Servicios a Tiempo Parcial. **El período para presentar las solicitudes de interés se mantendrá abierto hasta el lunes 24 de abril a las 16.00 hrs.**

Mucho les agradeceré su atención a esta circular

UNFPA PROGRAMME ASSOCIATE

Objective

The Programme Associate supports management, design and planning for the implementation of the project: Sexuality Education, Sexual Health and Human Rights, by providing technical assistance and managing data inputs, logistical support, monitoring project implementation and following up on recommendations. S/he is instrumental in facilitating Programme/project implementation as per results based management and client-oriented approaches, to deliver quality technical and administrative support to internal and external clients ensuring compliance with established UNFPA rules, guidelines, processes and procedures.

Key Result Areas

1. Programme Implementation
2. Programme Financial and administrative planning and control
3. Programme Monitoring and Evaluation

Post	Programme Associate -Service Contract
Level	SC7/1- Part- Time contract (for Atlas coding)
Posting period	April 2017
Duration	One year renewable (for a total of three years)
Supervisor	International Programme Coordinator
Location	Havana, Cuba (UNFPA office)

Internal relations

Internal contacts include Country Director and the CO's programme/ technical team as well as Financial Unit.

External relations

External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international donors and NGOs, experts etc.

Primary Responsibilities**Programme Implementation**

- Ensures that Annual Work Plans are formulated and implemented according to Results Based Management (RBM) procedures and in compliance with UNFPA administrative and financial rules and regulations.
- Ensures that Annual Work Plans formulated by Implementing Partners are in line with the overall plan approved in the donor agreement.
- Ensures quality of programme / project design incorporating lessons learned, newly developed policies and best practices and establishing appropriate execution and monitoring mechanisms and systems.
- Assist the CO programme / technical staff in the process of Work Plan design and approval. Research, compile, analyse, summarize and present information on a wide range of the programme/project's activities and implementation, highlighting noteworthy issues/trends for consideration by senior management
- Provide assistance to counterparts on technical issues related to UNFPA mandate and projects her/his responsibility.
- Systematize good project practices and lesson learned and shares these among national and international counterparts and UNFPA CO.
- Serve as liaison between national counterpart and UNFPA during the implementation of the project.
- Prepare status and progress reports for use and discussion

Programme Financial and administrative planning and control

- Support Programme implementation in compliance with UNFPA financial and administrative policies and procedures.
- Support the tracking and analysis of the project budgets to ensure a proper and timely budget execution.
- Assist financial transactions related to activities of projects under her/his responsibility.
- Assist in the review of organizational and financial strength of implementing partners to assess the mode of implementation.
- Ensure technical assistance to implementing partners in procurement and other administrative procedures in accordance with UNFPA policies, and coordinate projects procurement procedures compliance reviews.
- Assist the Office preparation for audit processes.

Programme Monitoring and Evaluation:

- Actively support the development and execution of the Monitoring and Evaluation norms and tools to ensure proper project implementation.
- Assists UNFPA Programme Officer and counterparts on monitoring and evaluation practices.



- Assist the planning, monitoring and reporting processes in the framework of the Strategy Information System (SIS), providing the needed inputs from the projects under her/his responsibility.
- Elaborates activity reports and budget execution reports according to donor's procedures and timing.

Other:

- Contribute in providing assistance in the formulation and implementation of South/South cooperation programme and projects.
- Assist CO Representative's participation in conferences and other public events, related to the projects under her/his responsibility.
- Complies with UNFPA procedures and policies related to HHRR, ethics and security.

Job Requirements

Education:

- Master degree. Areas related to the post such Public Health, Education, Sociology, Demography, International Relations, International Development, Economics, Public Administration, Management or other related field, are desirable (not requirement).

Knowledge and Experience:

- At least five years of professional experience in the field of programme and/or project management
- Five years of professional experience in the fields of programme and/or project design and implementation. Technical knowledge on UNFPA programme areas is desirable.
- Knowledge of financial management, internal control, audit and accounting standards.
- Proficiency in current office software applications and corporate IT systems.
- Fluency in oral and written Spanish & English

Required Skills:

- High sense of responsibility, innovation and marketing of new approaches.
- Skills on leveraging the resources of partners/ building strategic alliances and partnerships
- Skills for establishing, maintaining and utilizing a broad network of contacts to keep abreast of developments and share information.
- Teamwork and sense of leadership.
- Communication and negotiation skills.
- Ability to adapt quickly to change.
- Planning and organizing
- Analyzing selected materials for strengthening strategic alliances with partners and stakeholders.
- Commitment to the values and principles of the United Nations.



<p align="center">INSTRUCTIONS</p> <p>Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.</p>		<p align="center">UNITED NATIONS DEVELOPMENT PROGRAMME</p> <p align="center">PERSONAL HISTORY FORM</p> <p align="center">(for Service Contracts and Special Services Agreements)</p>							
1. Family Name		First Name		Middle name		Maiden name, if any			
2. Date of Birth		3. Place of Birth		4. Nationality (ies) at birth		5. Present nationality (ies)		6. Gender	
7. Height	8. Weight	9. Marital status							
		Single		Married <input type="checkbox"/>		Separated <input type="checkbox"/>		Widow <input type="checkbox"/>	Divorced <input type="checkbox"/>
10. Permanent address			11. Present Address (if different)			12. Office Telephone			
Telephone No. Fax No.			Telephone No. Fax No.			Office Fax No. Office E-mail			
13. Do you have a spouse and/or children? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> if the answer is "yes", give the following information:									
NAME		Date of birth		Relationship		NAME		Date of birth	Relationship
14. Have you taken up any legal permanent status in any country other than that of your nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", which country?									
15. Have you taken any legal steps towards changing your present nationality? YES <input type="checkbox"/> NO <input type="checkbox"/> If answer is "yes", explain fully:									
16. Are any of your relatives employed by a public international organization? YES <input type="checkbox"/> NO <input type="checkbox"/> If the answer is "yes", give the following information:									
NAME			Relationship			Name of International Organization			
17. What is your preferred field of work? Finances and Administration									
18. KNOWLEDGE OF LANGUAGES. What is your mother tongue? Spanish									
OTHER LANGUAGES		READ		WRITE		SPEAK		UNDERSTAND	
		Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily	Not Easily
19. For clerical grades only Indicate speed in words per minute						List any office machines or equipment you can use			
Typing Shorthand		English	French	Other languages		Computers, photocopier, fax, scanner, printers			

20. EDUCATIONAL. Give full details - N.B. Please give exact titles or degree in original language.

A. UNIVERSITY OR EQUIVALENT Please do not translate or equate to other degrees.

NAME, PLACE AND COUNTRY	ATTENDED FROM/TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	MAIN COURSE OF STUDY
	Mo./Year	Mo./Year		

B. SCHOOLS OR OTHER FORMAL TRAINING OR EDUCATION FROM AGE 14 (e.g. high school, technical school or apprenticeship)

NAME, PLACE AND COUNTRY	TYPE	ATTENDED FROM/TO		CERTIFICATES OR DIPLOMAS OBTAINED
		Mo./Year	Mo./Year	

21. LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS

22. LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)

23. EMPLOYMENT RECORD: Starting with your present function, list in reverse order every employment you have had. Use a separate block for each FUNCTION. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last and present FUNCTION.

A. PRESENT FUNCTION (LAST FUNCTION, IF NOT PRESENTLY IN EMPLOYMENT)

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				
FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:
				NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:
				REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES				

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B. PREVIOUS FUNCTION (IN REVERSE ORDER)

FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	

NAME OF EMPLOYER:	TYPE OF BUSINESS:
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ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:	
	NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	

NAME OF EMPLOYER:	TYPE OF BUSINESS:
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ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:	
	NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	

NAME OF EMPLOYER:	TYPE OF BUSINESS:
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ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:	
	NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:

DESCRIPTION OF YOUR DUTIES

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FROM	TO	SALARY PER ANNUM		EXACT TITLE OF YOUR FUNCTION:
MONTH/YEAR	MONTH/YEAR	STARTING	FINAL	

NAME OF EMPLOYER:	TYPE OF BUSINESS:
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ADDRESS OF EMPLOYER:	NAME OF SUPERVISOR:
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	NO AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES		

24. DO YOU HAVE ANY OBJECTIONS TO OUR MAKING ENQUIRIES OF YOUR PRESENT EMPLOYER? YES NO

25. ARE YOU NOW, OR HAVE YOU EVER BEEN A PERMANENT CIVIL SERVANT IN YOUR GOVERNMENT'S EMPLOY? YES NO
 If answer if "yes", WHEN?

26. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.
Do not repeat names of supervisors listed in item 24.

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

27. STATE ANY OTHER RELEVANT FACTS IN SUPPORT OF YOUR APPLICATION. INCLUDE INFORMATION REGARDING ANY RESIDENCE OUTSIDE THE COUNTRY OF YOUR NATIONALITY.

28. HAVE YOU BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR IMPRISONED FOR THE VIOLATION OF ANY LAW (excluding minor traffic violations)? YES NO
 If "yes", give full particulars of each case in an attached statement.

29. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____ SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.