



Job Description

Project Officer for UNFPA China Youth Leadership and Participation Project

A. General information

Level: G7 level

Contract duration: Individual Contract from April 1st to December 31st 2019, renewable pending candidate's performance and funding availability

Country and duty station: Beijing, UNFPA China (with domestic and international travels expected)

Supervisor: Adolescent and Youth Programme Officer under the overall guidance by the Deputy Representative

B. Background

About UNFPA China

UNFPA has been operating in China since 1979, and has started the implementation of its 8th Country Programme (2016-2020) of cooperation with the Government of China. The priorities of the UNFPA programmes and work in the country during the last 40 years have been evolving as per the changing national and international contexts.

While China has made tremendous progress in economic development and poverty reduction, persisting inequalities, an unfinished agenda with regard to full alignment of population policies with the ICPD Programme of Action, and complex demographic changes with significant implications on policies, call for continued engagement and support by UNFPA. Moreover, given China's rising economic and global influence, and commitment to international development including the SDGs, through South-South and Triangular cooperation, the programme modalities of working in China will be focused on normative and brokering role of the UN, knowledge sharing, partnership building, advocacy and policy engagement.

UNFPA China works in four thematic areas as incorporated in the 8th Country Programme (2016-2020), namely:

1. Sexual and reproductive health and rights
2. Adolescent and youth development
3. Gender Based Violence and Gender Equality
4. Population and Development

About UNFPA Youth Programme in China

As one of the four key programme areas, UNFPA adolescents and youth programme will focus in three strategic interventions in China:

1. Advancing life-skills-based comprehensive sexuality education in schools;
2. Generating evidences on adolescent health for policy advocacy;
3. Promoting youth leadership and participation through mobilizing young people and establish youth participatory platforms.

Under the youth leadership and participation component, UNFPA China has recently initiated a project with a private sector education institute. The aim of the project is to cultivate youth leadership skills, create participatory opportunities, and bridge international exchanges on youth development.

C. Job purpose

The Project Officer will provide support for the planning, implementation, monitoring and reporting of the youth leadership and participation project. In addition, the project officer is expected to provide administrative and programmatic support for the Deputy Representative.

D. Main duties and responsibilities

Youth leadership and participation (70% of the incumbent's time):

- At the working level, coordinate UNFPA's engagement with private sector on UNFPA youth leadership and participation project;
- Support planning, implementation and monitoring of the youth leadership and participation project;
- Technically contribute to UNFPA youth leadership and participation project, including preparation of presentations, talking points and participating in youth leadership training module development;
- Support UNFPA China and its partners' travel to sites in regard to UNFPA youth leadership and participation project;
- Timely translate documents from English to Chinese and vice versa;
- Support the communication officer on promoting UNFPA youth leadership and participation project and increase its visibility;
- Conduct quality assurance mission and on- site visit when assigned in regard to UNFPA youth leadership and participation project;
- Organize, compile and analyze information from donors as inputs to various databases and documents, including donor reports and financial reports;
- Carry out any other duties as may be required by the country office.

Programme coordination and administrative support (30% of the incumbent's time):

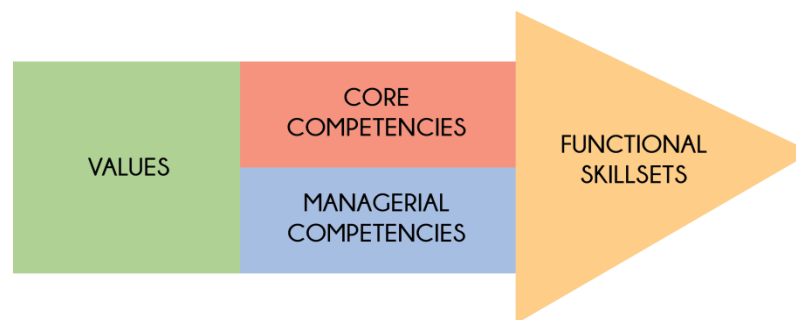
- Support and assist in coordination of planning, implementation, and monitoring of certain activities as assigned by the Deputy Representative, in close collaboration with the programme team

- Systematically assess the achievement of results and assist in quality assurance of programme delivery.
- Assemble briefing materials and prepare presentations and programmatic briefs for the programme team;
- Facilitate and support the engagement with potential partners by analyzing and synthesizing information relevant to UNFPA's programmatic areas in China;
- Support programme communication activities including organization of events, social media activities, and documentation of best practices and lessons learnt from UNFPA's programme for internal and external learning and sharing;
- Carry out any other administrative duties as may be required by the Deputy Representative.

E. Qualifications

1. Postgraduate degree in international development, social science, public policy, public health or related fields with specialized knowledge in the field of population and development, sexual and reproductive health and rights, and youth leadership and participation.
2. At least 3 years of working experience in relevant field, including project management, youth leadership and youth development. Previous experience in the UN or international organization is an asset;
3. Good knowledge of Atlas / Peoplesoft or other ERP system;
4. Languages: Fluency in Chinese and English is required.
5. Other Desirable Skills: Proficiency in current office software applications; good basic knowledge of finances and mastery of a series of financial and spreadsheet software
6. Can-do attitude is necessary.
7. Results-oriented, self-discipline and team spirit, and happy to work for and with young people

F. Required Competencies



Values: Exemplifying integrity, demonstrating commitment to UNFPA and the UN System, embracing cultural diversity, Embracing change

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

Functional Skill Set: Report writing, impact documentation, policy analysis, and strategic communications and informed policy advocacy

Please send your CV and motivation letter to china.office@unfpa.org and copy gaoshan@unfpa.org before March 5th, 2019. Only shortlisted candidates will be notified for next step tests.