



## UNITED NATIONS DEVELOPMENT PROGRAMME KINGDOM OF BAHRAIN - JOB DESCRIPTION

### Position Information

**Job Code Title: Programme Analyst**

**Reports to: Resident Representative (RR)**

**For country program related issues consult and seek the advice of the Programme Specialist (ARR)**

### Organizational Context

**Under the guidance and direct supervision of the Resident Representative the Programme Analyst will analyze the political, social and economic trends and will participate in the formulation, management and evaluation of programme activities within a portfolio.**

**In view of senior role in the programme section, input from the Programme Specialist will be sought by the Resident Representative in the annual RCA performance assessment of the Programme Analyst.**

**The Programme Analyst supervises the programme support staff and programme associates. The Programme Analyst, will act as a focal point for communication between the UNDP and Internal / external parties.**

**The Programme Analyst works in close collaboration with the CO Management Support, and Business Development, Programme and Operations teams, Programme staff in other UN Agencies, UNDP and HQs staff.**

### Functions / Key Results Expected

#### Summary of Key Functions:

- Implementation of programme strategies
- Development of CO program plan
- Management of the CO programme
- Creation of strategic partnerships with program sponsorers
- Provision of top quality advisory services to the Government
- Implementation of internal and external strategies for communications outreach
- Implementation of the publications strategy and plan
- Supervision of the information needed to be maintained on the UNDP website, Intranet, CO web – based knowledge management system
- Support to Business Development
- Facilitation of team work, knowledge building and knowledge sharing.

## Functions / Key Results Expected

### Main Functions:

#### 1. Ensure implementation of programme strategies by:

- Carrying out thorough analysis and research on the political, social and economic situation in the country and provide substantive inputs in preparing the country programme.
- Analysing and synthesizing proposals within the practice area specialization assigned.

#### 2. Effective management of the CO Programme on achieving the following:

- Design and formulate the Country Office programme within the assigned area of responsibility translating UNDP's priorities into local interventions.
- Plan projects, finalize contribution agreements, revisions, budget re – phasing exercises, closure of projects, etc.
- Carry out the recruitment process for projects
- Application of conceptual, theoretical models in support of the programme design
- Monitor and manage the financial budget for the projects allocated.
- Prepare project reports and provide advisory services to the consultants.

#### 3. Establish strategic partnerships and implement the resource mobilization strategy on the following:

- Analyse and provide research information on fund contributors
- Prepare substantive briefs / reports on possible areas of cooperation, identification of opportunities for initiation of new projects.

#### 4. Provide top quality advisory services to the Government on achieving the following:

- Identify sources of information related to policy driven issues.
- Identify and synthesize best practices and lessons learned directly linked to the Country Programme policy goals.
- Contribute to the knowledge networks and communities of practice
- Organize training for the Programmes Unit, Operations Unit, Programme Support Unit on programme issues
- Ensure professional growth through active learning and experience

#### 5. Facilitation of team work, knowledge building and knowledge sharing;

- Promote and facilitate team working environment.
- Promote knowledge sharing between colleagues so that the team works as a knowledge building, promoting network.

## Impact of Key Results

- Impact and success of the Country Programme within the specific areas of cooperation
- Impact on the design, operation and programming of activities, creation of strategic partnerships, communicating with internal and external parties, as well as reaching resource mobilization targets.

## Competencies

### Corporate Competencies:

- Demonstrate integrity by modeling the UN's values and ethical standards
- Promote the vision, mission and strategic goals of the UNDP
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrate team work to obtain optimum results.

### Functional Competencies:

#### Knowledge Management and Learning

- Promote a knowledge sharing and learning culture in the office
- work towards continuing personal learning and development in one or more Practice Areas, act on learning plan and to apply newly acquired skills

#### Development and Operational Effectiveness

- Ability to understand and apply conceptual models in support of formulations, implementations, monitoring and evaluations of the development programmes and projects in addition to mobilizing resources.
- Good knowledge of the Results Management Guide and Toolkit
- Strong IT skills
- Ability to lead implementation of new systems (business side), and affect staff behavioral / attitudinal change
- Ability to implement communications and publications strategies
- Advocates effectively
- Communicate sensitively and effectively across different constituencies
- Ability to conceptualize issues and analyse data

#### Management and Leadership

- Positive and constructive attitude
- Demonstrate strong oral, professional, and written communication skills
- Remain calm, in control, and good humored even under pressure
- Demonstrate openness to change and the ability to be able to work in a team and ability to manage complexities
- Responds positively to critical feedback and differing view points

## Recruitment Qualifications

### Education:

- Should hold a Masters degree or equivalent in economics, politics, social sciences or any related field

### Training:

- Prince2 Training and certification – mandatory

### Experience:

- 7 years of relevant experience at the national or international level in providing management advisory services and hands – on experience in design, monitoring and evaluation of development projects. Experience in the use of computers and office software packages and handling of web based management systems.