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16 de abril de 2018

### CIRCULAR No. 6/2018

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

De: Rafael Cuestas  
Coordinador Internacional de Programas

Asunto: Extensión de Período para Candidaturas de Vacante: Puesto No. 77381 Analista de Programa en Salud Sexual y Reproductiva

Con referencia a la Circular No. 4/2018 del UNFPA, tengo el agrado de anunciar extensión del período para recibir candidaturas al Puesto No. 77381 Analista de Programa en Salud Sexual y Reproductiva del UNFPA en Cuba.

➤ **Analista de Programa en Salud Sexual y Reproductiva. Nivel NOB**

El nuevo plazo para que las personas interesadas puedan presentar su candidatura cerrará el jueves 3 de mayo del 2018 a las 16.00 hrs.

1. Carta de motivación en inglés
2. Planilla P.11 debidamente completada en inglés y firmada (se adjunta el formato)
3. Curriculum Vitae, certificaciones académicas y otros documentos que acrediten el historial profesional del candidato (a).

Mucho les agradeceré su atención a esta circular

Notas:

- No existe ninguna tarifa o cuota que deba ser pagada en ningún momento del proceso de selección
- UNFPA no solicita ni requiere información sobre VIH/Sida de sus empleados, ni tolera la discriminación sobre la base del estado seropositivo de VIH/Sida

*Fondo de Población de las Naciones Unidas*  
Calle 18 No. 110, Miramar, La Habana, Cuba, Apdo. 4138, Tel: (537) 204 2491 (537) 204 1513



File: RR.HH  
22 de marzo de 2018

**CIRCULAR No. 4/2018**

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: Puesto No. 77381 Analista de Programa en Salud Sexual y Reproductiva

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 a tiempo completo, en la oficina del UNFPA en Cuba:

➤ **Analista de Programa en Salud Sexual y Reproductiva. Nivel NOB**

Las personas interesadas deberán presentar su candidatura en sobre sellado, con Referencia: UNFPA Puesto No. 77381 y dirigido a la Sra. Claudia Reig Coyula, Asociada de Finanzas y Administración 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. Curriculum Vitae, 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 *Fixed Term* de Naciones Unidas. **El período para presentar las solicitudes de interés se mantendrá abierto hasta el miércoles, 11 de abril a las 16.00 hrs.**

Mucho les agradeceré su atención a esta circular

Notas:

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## UNFPA- SRH PROGRAMME ANALYST

## Job description

Official Job Title	Programme Analyst – Sexual and Reproductive Health (SRH)
Post Number	77381
Level	NOB
Post type	Fixed term, non-rotational
Duration	One year renewable
Supervisor	Assistant representative
Location	Cuba- CO

**Background**

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe, and every young person's potential is fulfilled.

Its work is guided by the Universal Declaration of Human Rights and the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), especially in global agreements in population themes included in the Programme of Action of the International Conference on Population and Development (ICPD), and the Sustainable Development Goals (SDGs).

The Programme Analyst on SRH assists in the design, planning and management of UNFPA's country programme by analyzing relevant political, social and economic trends and providing inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst assists in programme/ project implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation.

The Programme Analyst also formulates and implements projects of the Country Programme in the Sexual and Reproductive Health area.

**Job Purpose**

The Programme Analyst on SRH ensures the effective management and coordination of UNFPA projects and activities in the area of Sexual and Reproductive Health (SRH). S/he oversees project formulation, implementation, monitoring and evaluation, joint programming initiatives and national development frameworks. His/her work is aimed at strengthening and reinforcing UNFPA's lead role in SRH through provision of high quality technical assistance for government and other national counterparts. S/he ensures provision of the needed technical support and guidance towards promoting integration of SRH issues into national development agenda.

**Key result Areas**

1. Programme Implementation, particularly concerning SRH related projects and activities
2. Technical Assistance on Sexual and reproductive Health (SRH)
3. Programme Monitoring and Evaluation

**Organizational Location**

The Programme Analyst on SRH is located in Cuba Country Office (CO). S/he reports to the Assistant Representative, under the overall guidance of the International Programme Coordinator and the UNFPA Country Director.

**Internal relations**

Internal contacts include the Country Director, the International Programme Coordinator, the Assistant Representative, the CO programme, administrative and financial staff, as well as SRH experts from the Latin America and Caribbean Regional Office

**External relations**

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

**Primary responsibilities**

Analyzes political, socio-economic, population and health situation relevant to SRH and identifies strategic areas/opportunities and entry points for UNFPA's interventions, with particular attention to the set priorities as well as targeted groups (with due attention to adolescents, youth and women).

In collaboration with a wide range of partners and stakeholders, significantly contributes to the conceptualization, formulation and design of the SRH programme component's projects/activities including through innovative approaches and models, with particular focus on projects in priority selected areas;

Guides and oversees the timely and efficient implementation and delivery of the SRH programme/projects/results including regular coordination meetings internally as well as externally;

Analyzes and reports on implementation/bottlenecks of the assigned programme activities, provides recommendations for corrective measures, monitors programme expenditures and disbursement to ensure delivery is in line with approved budgets;

Identifies, assesses, and engages strategic partners in support of the implementation of the SRH projects;

Facilitates and guides the work of consultants, advisors and experts involved in the implementation of the program under her/his responsibility;

Maintains close working relationship with national and international counterparts involved in the implementation of the assigned programme/project activities.

Contributes to monitoring and evaluation of SRH projects/activities through applying existing procedures and mechanisms as well as through development of new approaches and tools, and ensures creation and regular documentation of knowledge about current trends, patterns, gaps in SRH to be used in different platforms (i.e. advocacy, media, policy, technical, planning, etc);

Identifies research gaps/needs in SRH and contributes to defining research priorities, objectives and scope and follows up on initiating and undertaking research work;

Provides expertise and facilitates advocacy activities relevant to SRH in particular through preparation and dissemination of relevant information for evidence-based advocacy.

Supports communication, advocacy and resource mobilization through the compilation, presentation and synthesis of documents to be positioned in debates, dialogues and public events issues of sexual and reproductive health. Establishes and maintains the network of donors, civil society organizations, decision makers and the general public to support the implementation of public policies.

Provides input into various reports/documents namely annual, progress, donor, technical, strategies, policies, etc.

**Job Requirements****Education:**

Advanced university degree in public health, medicine, population, demography and/or other related social science field.

**Knowledge and Experience:**

- Five years professional experience in the field of the SRH, including HIV prevention, family planning, maternal health and gender mainstreaming, preferably in programme/ project management.

- Experience in the fields of Comprehensive Sexuality Education and adolescents is valued as an asset.
- Experience working in collaboration with government, development partners, civil society organizations and UN System.
- Excellent technical drafting and report/proposal writing and presentation and interpersonal communication skills
- Proven ability to effectively collaborate with team members to achieve demonstrable results.
- Demonstrable capability to cultivate strategic partnerships and to maintain political relations for programme development.
- Proficiency in computer skills, particularly in current office software applications

**Languages:** Fluency in English and Spanish is required

### Required Competencies

#### Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing diversity in all its forms
- 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
- Providing strategic focus
- Engaging internal/external partners

#### Functional competences:

- Advocacy/advancing a policy oriented agenda – influencing the public policy agenda; demonstrates political/cultural acumen in proposing technically sound, evidence-based approaches and solutions;
- Results based programme development and management – achieving results through programme design and innovative resourcing strategies; ensures integration of UNFPA's strategic concerns in inter-agency and multi-sectoral development frameworks;
- Leveraging the resources of partners/ building strategic alliances and partnerships – building strategic alliances; makes effective use of UNFPA's resources and comparative advantage to strengthen alliances;
- Job knowledge/technical expertise – expert knowledge of own discipline; possesses expert knowledge of advanced concepts in primary discipline, a broad knowledge of related disciplines, as well as in-depth knowledge of relevant organizational policies and procedures.

### UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities.