



THE UNITED NATIONS POPULATION FUND

Sub-regional Office for the Caribbean invites applications from suitably **qualified nationals of Belize and CARICOM Countries**

This is not an international post.

JOB ID NO.:	26900
CLOSING DATE:	18 November 2019
POST TITLE:	Program Officer
CATEGORY:	SB-4 – Service Contract
POST NUMBER:	00149304
POST TYPE:	Non-rotational
DUTY STATION:	UNFPA Liaison Office – Belize
DURATION:	One year (renewable)
ORGANIZATIONAL UNIT:	UNFPA Sub-regional Office for the Caribbean

Organizational Setting and Location

The Programme Officer is located in the Belize Liaison Office of the Sub-regional Office for the Caribbean (SROC).

Job Purpose

Under the overall guidance of the SROC Director and direct supervision of the Belize Liaison Officer, the Programme Officer forms part of a small multi-disciplinary team, which provides technical, policy and programme support and guidance to government and CSO entities in an integrated and coordinated manner. S/He will support the implementation of the Belize Spotlight programme, with particular focus on **communication for development**.

Duties & Responsibilities, *Inter alia*:

- Provide technical guidance to inform the selection of implementing partners for the Spotlight Initiative and identify capacity building needs of partners and lead the coordination of technical assistance, mentoring, training and capacity development initiatives targeted to partners.
- Assist in the development and implementation of the Behaviour Change Communication Plan and other communication related activities of the Spotlight Initiative, supporting the office's initiatives, campaigns and special events, creating graphic design and formatting for reports, proposals, assessments, fact sheets and situation reports.
- Coordinate, manage the execution of and provide technical support to the Spotlight activities under pillar 3 – prevention and positive social norms change, in collaboration with UNICEF and UNDP, and associated agencies (PAHO/WHO, UN Women, and ILO)

Requirements:

To apply please visit our website: <http://bit.ly/POBELIZE2019> for the detailed Job Description and instructions. **Only short-listed candidates will be contacted.**