



THE UNITED NATIONS POPULATION FUND

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

JOB ID NO.: 5762 - EXT
CLOSING DATE: **27th October 2022**
POST TITLE: Programme Officer
CATEGORY: 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 LOCATION AND JOB PURPOSE:

The Programme Officer is located in the Belize Liaison Office of the Sub-regional Office for the Caribbean (SROC), under the overall guidance of the SROC Director and direct supervision of the Belize Liaison Officer. The Programme Officer maintains collaborative relationships with all internal contacts such as the programme/project and operations staff at the Liaison Office as well as the wider RO/SRO functional units. External contacts include other UN agencies in country, counterparts and partners in Belize and the wider Caribbean including local and international NGOs, Civil Society Organizations and Centre of Excellence experts

Job Description, *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.
- Coordinate, oversee, and 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 <https://bit.ly/UNFPABLPR> for the detailed Job Description and instructions. ***Only short-listed candidates will be contacted.***

Disclaimer

- There is no application, processing or other fee at any stage of the application process.
- UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.
- UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.