

Call for Applications: PETRI Fellowship

Available positions:

PETRI Fellowship at PETRI-Sofia Centre, within the framework of the National Center of Public Health and Analyses, Sofia, Bulgaria

Duration:

From 4 to 6 months in the period March - August 2016.

Please indicate in your application form the period/s that are convenient for you.

Department/Region:

Eastern Europe and Central Asia

- Applicants from all regions are welcome to apply. Since there is an available funding only for candidates from Eastern Europe and Central Asia, candidates from other regions who might be short-listed, must contact their UNFPA Regional and/or Country Office or network in order to arrange their funding opportunities.

Position title:

PETRI Fellow

Key responsibilities:

Provide support in the following areas:

-  Assist in the coordination, planning, implementation and monitoring and evaluation of PETRI and Y-PEER activities (trainings, meetings, development of PETRI and Y-PEER publications, web site update, resource mobilization, advocacy and promotion etc.) in collaboration with the Y-PEER International Coordinators and UNFPA
-  Collaborate with the National Center for Public Health and Analyses NCPHA (which is in charge of PETRI Sofia) and Y-PEER Bulgaria in implementation of peer education activities; research and other related activities etc., on national level.
-  Maintain contact with own national Y-PEER Network and participate in national network's planning activities as well as update and support own national Y-PEER team in terms of involving them in internationally related activities.

Specific Tasks:

-  Coordinate and support all PETRI and Y-PEER related activities in collaboration with UNFPA and Y-PEER International Coordinators and Focal Points in Charge:
 - Trainings and meetings (administrative support, communication with trainers and participants, logistic support, facilitate collection of information and data on training follow-up etc.)



- Development, distribution, and review (field-testing) of PETRI and Y-PEER publications (Y-PEER Newsletter, manuals, toolkits and guidelines)
- Regular web-site update, which includes but is not limited to Peer of the Month selection, News and Events, Blogs, coordinate incoming queries and route them through appropriate people to ensure quality and timely response, maintain Focal Points database, etc.);
- Facilitate representation of PETRI and Y-PEER at advocacy events/activities related to youth issues and SRH incl. HIV and AIDS, conducted at national, regional or international level;
- Implementation of the Annual Work Plan of PETRI



Maintain constant communication within Y-PEER:

- Reply to emails and provide constant feedback;
- Distribute and process information and news and ensure distribution of relevant information to all network members;
- Manage Y-PEER list-serves and update it with new members;
- Generate forum discussions;
- Write monthly e-reports of the activities and accomplishments of the Y-PEER Network and share them with the network;



Promote and advocate for PETRI and Y-PEER on a regional and international level



Ensure equal opportunity for participation of all organizations/institutions and individuals that are part of the Y-PEER National Networks in all Y-PEER related activities on national, regional and international levels;



Analyze collected data for monitoring and evaluation purposes (Analyzing Activity Logs as part of the evaluation of Y-PEER member activities) on a monthly base and generates midterm and annual reports;



Support the maintenance of Y-PEER Training/Focal Points mailing list and PETRI databases.

Requirements:



Sound knowledge of a national or/and international youth network and experience in working within it (on national or international level);



Relevant experience in health promotion, training and education among young people;



Relevant experience in conducting and organizing peer education trainings and workshops;



Experience in working with youth-led organizations/institutions working on youth issues;



Supported by the Y-PEER network or the organization/network represented on national



level; Strong computer skills (Word, Excel, Power Point, Internet are a must);



Good writing and reporting skills.

Languages:

Fluency in spoken and written **English** is essential. Sound knowledge of Russian will be an asset.

Attitude and skills:



Proactive





Showing initiative



Team player



Creative



Enthusiastic



Confident



Ability to learn and transfer knowledge and experience in a friendly and helpful way



Ability to work in harmony with persons of different national and cultural



backgrounds

Ability to prioritize while taking on multiple projects simultaneously



Strong interpersonal skills



Excellent organizational skills



Professional and punctual



Presentation skills

To apply please send:

- **Application form;**
- **CV (Curriculum Vitae);**
- **Recommendation letter** from the Head of the relevant **UNFPA CO** /youth specialist/liaison officer or other relevant representative **is a must;**
- Recommendation letter/s prepared by a National Network Focal Point/ Leader / Coordinator, Head of candidate's NGO, or other partner or network, closely related to the work of the candidate **would be asset/s;**

All applications for PETRI Fellowship should be sent to petri.bulgaria@gmail.com no later than **29th January 2016**.

Only fully completed applications sent before the deadline will be accepted and reviewed.

If there is more than one candidate from one country, **a feedback and a ranking of the candidates** will be additionally asked from the **relevant UNFPA CO**.

Selected fellows will be working at the National centre for Public Health and Analyses, Bulgaria within the Peer Education Training and Research Institute (PETRI – Sofia). Accommodation will be provided and elected candidates will receive a monthly living allowance during their fellowship.

GOOD LUCK!

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Please note that the detailed Terms of Reference will be finalized and shared with the selected candidates upon confirmation of their Fellowship.

