

Advertisement

Junior Professional Officer

Programme Analyst



UNWOMEN

*Closing date:
24 June 2014*

I General information

Title:	Programme Analyst
Sector of Assignment:	Donor Relations & Reporting
Country:	United States of America
Location (City):	New York
Agency:	UNWOMEN
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

Note : this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries** . For the list of eligible of countries:

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf>

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

II Duties, responsibilities and Output Expectations

General

Responsibility 1 – Support the integration of donor reporting data to centralized systems

Summary of duties and expected output

- Assist with the preparation, alignment and smooth integration of all institutional cost-sharing data (contributions, agreements, amendments, reports, etc.) held by the DRR team at HQ in its archives on the UN Women intranet, specifically over 700 reports from 2006 and forward, representing over USD 350 million.
- Support greater online information sharing and universal accessibility to relevant institutional documents needed for preparing donor reports, by colleagues at HQ and in the field, through use of new intranet.

Responsibility 2 – Aligning and harmonizing reporting information to contribute to improved donor reporting and relations

Summary of duties and expected output

- Improve accuracy of information held, close information gaps on new or future reporting obligations held by the DR team, by proactively ensuring integration of proposals being submitted for corporate appraisal and/or submitted to donor for funding, into reporting obligations matrix, in connection with determination of start date.

- Ensure donor reporting dates are accurate, through confirmation of application of funds to projects; compile this information as a proactive resource to improve timeliness of reporting and reduce the need for no-cost extensions related to payment delays.
- Contribute to improved donor relations, survey and compile information on closing of cost-sharing projects (both operationally and financially); check, track and liaise with sections and Finance as necessary for consistency with final reporting and clarity on refunds of unspent funds to donors.
- Contribute to improved quality assurance and closer alignment of reporting on cost-sharing programming to broader UN and international practices and standards. This may include conducting research, desk reviews and surveys of donor reporting by other UN system offices and agencies, determining and establishing standards and models for donor reporting, outlining the processes involved, and how the information is presented internally and compiling examples of good practices, to improve quality assurance.

Responsibility 3 – Strengthening institutional capacity on donor reporting and donor relations

Summary of duties and expected output

- Contribute to the development of a training module and delivery of trainings on donor reporting, and using approved databases, and within clear parameters, support the creation of a body of training material that can be used for multiple promotional and institutional learning purposes at headquarters and in the field, including templates, mechanisms, tools and guidelines.
- Support the further development and refinement of a de facto global network of UN Women colleagues working on donor reporting to create greater coherence, knowledge management and knowledge sharing; regularize communication with them to support development of capacity in the field on donor reporting and donor relations.
- Compile, analyze, edit and synthesize donor feedback on the donor reports, to contribute to strengthening both donor reporting and programme/project design and management. Evaluate and prepare recommendations to enhance resource mobilization initiatives and activities.
- Gather, analyze and synthesize data provided electronically and available on line related to the statistics of reporting and resource mobilization, to use in annual reporting and other institutional review processes; generate appropriate charts and graphs.
- Work with an external consultant to carry out a desk review of donor reporting.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have knowledge and experience in:

- UN Women’s organizational structure – outlining the duties and responsibilities of each division, section, branch and unit.
- Comprehension of the Strategic Plan and Resource Mobilization strategy – analyse the implementation, risks, mitigation factors, good practices and lessons to be learned.
- Communication of results to a broad donor/ partnership base – governments, private sector, other UN agencies and national committees.
- Training of colleagues involved in different stages of the donor relations processes – fundraising and feedback.
- Develop and sustain good interpersonal relationships with colleagues at all levels in UN Women and with donors/ partners.

The JPO training programme includes the following learning elements:

- UN Women general orientation (formal) Donor Relations orientation (informal) courses
- Mandatory UN Women training sessions (formal)

- Online learning options
- Attendance of specialised courses using the DTTA Budget

IV Supervision

Title of supervisor: Donor Relations Manager

Content and methodology of supervision

The JPO will work under the overall guidance and supervision of the Donor Relations and Reporting Manager, with bilateral meetings nearly every day and feedback meetings quarterly or more frequently upon request, and in close collaboration with the Donor Relations and Reporting Coordinator, the Resource Mobilization Lead (non-core), the Director of Resource Mobilization, the Donor Reporting sub-team (meeting weekly), and the Resource Mobilization team (meeting weekly as well). The JPO will have a work plan as part of the team and discussions on progress against work plan and feedback on performance will follow the same system as is used for the rest of the team.

V Required Qualifications and Experience

Education:

Master's degree or equivalent in one or more of the following disciplines: gender studies, communications, social sciences, international development, or related field.

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (4 years of relevant working experience, but not more than 5 years) may be accepted in lieu of an advanced university degree.

Working experience :

Preferably 2 to maximum 4 years relevant working experience in programme and/or project support, planning and operations in a large international and/or corporate organization. Familiarity with the UN Common System and in particular UNWOMEN is an asset.

Languages : Written and oral proficiency in English is required. Knowledge of another UN language is an asset.

Key competencies

- Ability to work efficiently and responsively within a multicultural team, while demonstrating strong initiative and high degree of personal motivation needed to carry out tasks independently;
- Strong personal commitment to gender equality, human rights, and respect for diversity
- Initiative, sound judgement, good coordination, communication and analytical skills as well as professionalism and maturity;
- Advanced computer skills.

VI Background information on Agency/Department/Section

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment. UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The Strategic Partnerships, Advocacy, Civil Society, Communications and Resource Mobilization Division (SPD) is responsible for proactively driving the positioning of UN Women so that the size, sources and predictability of its resources help the organization achieve its strategic goals. A service centre to UN Women HQ Divisions and Field Offices, SPD is organized into three functional clusters:

Resource Mobilization, Civil Society, and Communications and Advocacy. Given the scope and interrelationships of SPD's functional responsibilities, the work of SPD is highly synergistic, involving constant and direct interaction and information-sharing among team members, to provide high quality advice, services and support to UN Women.

Within the Strategic Partnerships Division, Resource Mobilization branch, the Donor Relations & Reporting team:

- Maintains and enhances donor relations, to strengthen implementation of the UN Women Resource Mobilization Strategy;
- Supports compliance with obligations to donors and other partners, enhancing general institutional accountability; and
- Helps to provide powerful evidence to demonstrate the value of funding partnerships and donor contributions.

Our approach is to provide service, support and strategic advice for the production and submission of quality project-related communications. To carry out this work, we maintain and share comprehensive electronic documentation, and support global information availability, essential to the further growth and development of UN Women. The current donor relations and cost-sharing programmes of UN Women require that SPD have continued expert capacity to meet these reporting obligations as UN Women responds to UN reform efforts and trends in aid effectiveness and development assistance. This capacity will help to deepen partnerships in line with the resource mobilization framework for increased non-core resources and will help to deliver on UN Women's Strategic Plan commitment of 80% timely and quality reports submitted to donors by 2015.

Our work complies with United Nations and international programme management and reporting standards. Based on UN Development Group (UNDG) practice and guidance, our reports reflect adherence to UN Women financial regulations and rules, and in all areas look to United Nations' practice and standards.

VII Information on living conditions at Duty Station

Living conditions at the Duty Station:

New York is one of the biggest cities in the world. It is truly a cosmopolitan, rich and diverse city. There is a large international community and international schools are available. The living conditions in NY are high according to international standards. Choices of where one wants to live depend on various selection criteria, including schooling facilities, length and easiness of commute etc. As for safety and security of the different areas of New York, it is best to rely on the word of mouth from colleagues and friends, but overall the security situation in New York and suburbs is very good.. Rental places for one year or less can be looked at in the lobby of the UN Secretariat as well as on the bulletin board on the 3rd Floor of the DC1 Building.

VIII How to apply

Applications can only be done through the following web-link:

http://www.jposc.org/content/programme/current_vacancies-en.html

http://jobs.undp.org/cj_view_job.cfm?cur_job_id=46708

Applications must be received no later than **24 June 2014**. Applications received after this date will not be considered

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.