

<h1>Advertisement</h1>		 <p>United Nations Entity for Gender Equality and the Empowerment of Women</p>
Junior Professional Officer		
Programme Analyst, Humanitarian Action		
UN Women	NEW Closing date: 27 th March 2019	
I General information		
Title:	Humanitarian Action, Programme Analyst	
Sector of Assignment:	Crisis prevention, humanitarian relief and recovery	
Country:	Jordan with travel to Yemen as necessary	
Location (City):	Amman	
Agency:	UN WOMEN	
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years	
Grade:	P2 step 1 in the first year	
<p>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 PEOPLE WITH THE DUTCH NATIONALITY.</p> <p>For criteria see the website of Nedworc Foundation: http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm</p> <p>Please read the criteria and FAQ section carefully before considering applying</p>		
II Duties and responsibilities		
To support the work of UN Women in Yemen in the thematic areas of humanitarian action (HA), recovery and resilience.		
1. Support programme development and implement, including through:		
<ul style="list-style-type: none"> • Undertake sectoral and/or programme analysis work as required, including the drafting and preparation of briefing notes/concept papers/programme documents; • Identification of areas for support and interventions within the thematic/sectoral areas assigned • Support the monitoring of expenditures under programs/projects, and support adherence to regular financial controls of the programs/projects; • Work with partner organisations (including grantees) to implementing office guidelines and agreements to mainstreaming gender considerations and promote the advancement of women within projects and programmes; and • Support preparation of project/programme field visits and missions related to HA, recovery and resilience. 		
2. Support knowledge management (knowledge-building and -sharing) for UN Women and partners, and provide technical assistance in the area of humanitarian action, including		

- Support enhanced knowledge base on humanitarian action, including by analyzing national trends and key national-level priorities, successes and challenges related to gender equality, and share with UN Women staff and partners to inform advocacy, programming and policy making)
- Ensure adequate documentation and monitoring of programme implementation, results, lessons learned and promising approaches in supporting gender equality in HA, recovery and resilience; and,
- Facilitate and contribute to South-South knowledge-sharing and dissemination within and beyond the region, through meetings, capacity building workshops, publications and online and other communications.

3. Support coordination and partnership Building, including through the provision of technical assistance to UN Women partners

- Contribute to the development and strengthening of networks and forge partners at national, state, county and community levels with government, key women’s organizations, UN agencies and bi-lateral development partner organizations;
- Participate in, and where possible, led coordination mechanisms related to gender and humanitarian issues, including through identifying current gaps in programming of national and international partners and convening partners to agree on modalities to address the gaps (e.g. Joint Programmes);
- Provide high quality technical assistance to UN Women staff and partners on issues of gender equality and women’s rights in humanitarian action, including through the development of policy notes, fact sheets and tip sheets; and,
- Develop information and coordination mechanisms for UN Women grantees and partners for enhanced capacity development and cooperation.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will be able to:

The JPO will gain substantive portion of her/his learning and training from hands-on work including:

- review and evaluate programmes, strategies, policies and to develop concepts and proposals;
- To develop and carry out projects and advocacy activities;
- Understand national platforms, programmes and resources;
- Carrying out monitoring and follow-up on specific projects.

The JPO training programme includes the following learning elements:

- Participation in a UN Women Programme Policy and Operations Induction Course in New York within the first 6 months of assignment.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$ 4.000 per year which may be used for learning activities related to the assignment and career development.
- Other training and learning opportunities, as available in UN Women.

IV Supervision

Title of supervisor: Representative, ai

Content and methodology of supervision

As part of the UN Women JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured and regular guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment

- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UN Women Results and Competency Assessment (RCA)
- The JPO will report directly to the Representative who will ensure guidance, learning and regular access to constructive feedback and engagement.

V Required Qualifications and Experience

Education:

Master degree or equivalent in a relevant social science field (gender and development, economics, sociology, public policy)

Working experience :

- Two to maximal 4 years relevant working experience in related field.
- Previous research and program work experience is preferred as well as gender equality, women’s rights and conflict-sensitive recovery work.
- Experience in project development and implementation, monitoring and evaluation, including report writing.
- Understanding of post-conflict context
- All relevant paid work experience since obtaining Bachelors degree will be considered.

Languages :

Fluent in English (both written and oral). Proficiency in Arabic is highly desirable. Knowledge of another UN official language is an advantage.

Key competencies

- Strong understanding of gender equality and women’s rights issues in humanitarian and recovery settings;
- Appreciation of strategic partnerships with government institutions, donors, civil society partners and other UN agencies.
- Excellent communication skills, both oral and written;
- Strong teamwork spirit and interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Self-management & Emotional intelligence Stays composed and positive even in difficult moments, handles tense situations with diplomacy and tact, and has a consistent behaviour towards others;

VI Background information on Agency/Department/Section

Information on the receiving office:

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. Placing women’s rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action. It provides strong and coherent leadership in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors. UN Women is also increasing its engagement in humanitarian response through interagency collaboration.

UN Women in Yemen focuses on responding to the impact of the current crisis – thought working to ensure women’s engagement in peacemaking, the roll out of humanitarian programming and

through the provision of technical assistance on gender equality and women's rights to national and international partners.

VII Information on living conditions at Duty Station

Due to the challenging conditions in Yemen, the JPO will be based in Amman, Jordan with regular travel to Yemen.

Living conditions at the Duty Station:

The Hashemite Kingdom of Jordan operates under a parliamentary system with King Abdullah II as the official Head of State. The religion of the majority is Sunni Muslim, with a Christian minority. Relations between these two groups are historically relaxed. Jordan economically faces many challenges, and has been greatly affected by the impact of the current Syrian conflict. The local currency is the Jordanian Dinar (JD) with the exchange rate averaging around JD 0.708=US\$1.00. Jordan is considered a stable country with a very low crime rate.

While the Government does not provide housing for UN staff, the standard of living is high in parts of Amman. There is a considerable offer of apartments in Amman, furnished as well as unfurnished. The price of a one-bedroom apartment starts from 250 JD. All consumer goods are readily available in the supermarkets although the imported articles are costly. Amman has sport facilities, restaurants, shopping areas and car rental agencies. All of the modern day conveniences are available and commonly used (Electronic banking, Internet, faxes, satellite, etc.). Health facilities and services in Amman are excellent.

The climate is moderate, with temperatures in the summer averaging between 25-30°C and 5-12°C in the winter (these temperatures are for the Amman area). There is a low rate of humidity in Jordan, with any rainfall occurring during the months of November-March.

Dress code is optional, with the exception of beachwear and shorts (for both men and women) which is not usually considered appropriate outside of the home.

In both the public and private sector, women play an active role in the economy and are, generally, highly educated. Yet, they comprise only 16% of the labour force. While women are present in the service sector, they are not often present in highly placed positions. Women have the right to vote in Jordan and are active in the public sector. Despite this, very few hold high ranking positions in the decision-making process.

VIII How to apply

For applications:

https://jobs.partneragencies.net/erecruitjobs.html?JobOpeningId=21419&hrs_io_pst_seq=1&hrs_site_id=2

Applicants will receive acknowledgement of receipt of their submission
Only shortlisted candidates will be contacted.