Advertisement	
Junior Professional Officer	
ICT for Development Officer	
UNWOMEN	*Closing date: 2 August 2015*

I General information

Title:	ICT for Development Officer
Sector of Assignment:	Technology for development
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**. Candidates **MUST BE NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING ELIGIBLE COUNTRIES FOR THE DUTCH JPO PROGRAMME**:
http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf

For general information on the Dutch JPO Programme and 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 Knowledge, Innovation and Technology for Development Coordinator**

Summary of duties and expected output

- **Advocacy and Normative Frameworks (10%):** Support to UN Women's role in monitoring the ICT and gender commitments in the Sustainable Development Goals, the gender commitments under the World Summit on the Information Society (WSIS), as well as around WSIS+10 Inter-governmental negotiations during 2015; Support to organization of Beijing+20 and Commission on the Status of Women ICT related events.
- **Programming (15%):** Assist with the development and /or implementation of the UN Women global programme on T4D, as well as global flagship initiatives including around advancing girls and women as producers and leaders in the technology sector, the application of technology for women's empowerment including in priority areas such as education, economic empowerment and ending violence against women; and in national level ICT and gender policy development and

capacity building.

- **Partnerships (10%) :** Assist with the development of a network of women in tech, women and gender advocates using tech, and policy makers promoting gender and technology; Provide support to global partnerships such as the Broadband Commission Gender Working Group chaired by UN Women.
- **Strategic Direction, Technical Support and Learning (15%):** Support to the KIT Coordinator to mainstream T4D in UN Women through engagement in annual work planning processes. Advance organizational and partner learning through the development of guidance and showcasing of experiences (lessons), support to UN Women offices, webinars and other learning events, and through the maintenance of online sites on T4D. Support to organization of the annual UN Women and ITU Gender Equality and Mainstreaming in Technology (GEM TECH) awards.
- **Communications (5%):** Provide support to KIT Coordinator on the preparation of talking points and speeches and support for the development of communications plan and content (including through social media).
- **Other (5%):** other support will be provided as necessary around the management of programmes, the Innovation Incubator, organization of meetings, and monitoring and reporting.

Responsibility 2 – Supporting the functions of the Eminent Advocate on ICT for Development
Summary of duties and expected output

- **Support to Eminent Advocate (40%):** Duties will include direct support around priority initiatives related to advocacy, partnership building and the promotion of women in technology. These will be further defined by the Eminent Advocate.

III Training component: Learning elements and expectations

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

- Sound knowledge of gender equality issues and programming approaches
- Sound and applied knowledge of ICTD policy and programming issues related to core SDG and gender equality priorities.
- Skills is strategic development, entrepreneurial attitude and capacity building.
- In depth skills in partnership building in the technology sector
- Applied knowledge around innovation and big data.
- Skills in resource mobilization

The ICTD Officer will be provided with an in depth orientation of UN Women's ICTD and Innovation work, as well as that of key partners. They will also benefit from the standard corporate orientation on UN Women's structures, processes and thematic and functional priorities. They will be given ample opportunity to read and familiarize themselves with topics. Their role in developing guidance, policy notes and sharing of learning will also enable the officer to solidify her/his understanding of ICTD for gender equality. Given that this is an emerging and growing area of work for UN Women and also given the theme of work, there is the chance to think creatively, be visionary and then translate this into practical steps for implementation. This is an invaluable and unique opportunity and will provide the officer with the ability to learn as they go, to iterate, to take initiative, and to lead. The officer will be encouraged to establish "stretch" goals for themselves.

- In order to maximize learning, the officer will be able to attend UN Women and partner meetings and events and as ICTD and innovation are cross cutting issues, will be exposed to thematic work around political and economic empowerment, education and ending violence against women,

among others. The officer will also be eligible to take online courses provided by the UN Women training center and will be encouraged to pursue other learning opportunities. They are expected to stay at the forefront of knowledge and practices in ICTD and Innovation as part of their job requirement as well.

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 ($ 4,000 per contract year)

IV Supervision

Title of supervisor: Knowledge, Innovation and Technology for Development Coordinator

Content and methodology of supervision
The ICTD Officer would be working very closely with the supervisor as a key member of the ICTD/Innovation team and interacting on a (largely) daily basis in undertaking core work. The ICTD officer should be able to work independently after having been instructed by the supervisor in all the duties and responsibilities and lead certain initiatives but also consult with the team on the larger strategic picture and overlapping areas of work. They will also work directly with colleagues in other parts of the organization who are working in ICTD issues. A team meeting will take place every other week to review general progress on work, issues of concern and to coordinate work. A quarterly meeting will take place with the ICTD officer to review work plan and to provide feedback on performance. However, the supervisor will provide guidance and feedback on an ongoing basis as necessary in order to optimize the working environment for all members of the team. In addition, the supervisor will always be available to the ICTD officer. A formal midyear and annual review will take place. In addition, it is expected that the officer will have weekly contact with the Eminent Advocate who work with the Coordinator on work planning and performance review.

V Required Qualifications and Experience

Education:
Master's degree or equivalent in one or more of the following disciplines: International development, technology for 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.

Part of the candidates' academic training <u>must have taken place in a developing country</u> that appears on the following list of eligible countries of the Dutch JPO Programme.
http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf

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
- Understanding of ICT for Development policy and programming issues and secondarily application of ICT for women's empowerment and gender equality.
- Ideally experience with developing and implementing and ICTD project and demonstration of

partnership building in this area.
- Builds strong relationships with and focuses on results for clients and partners
- Takes initiative and thinks innovatively. Responds positively to feedback and demonstrates openness to change.
- Good inter-personal and communication skills. Ability to liaise and network with a diverse range of stakeholders and work as part of a team.
- Ability to work independently, flexibly and under pressure. Strong organizational, analytical and writing skills. Seeks and applies new knowledge and learning.

VI Background information on Agency/Department/Section

Technology can be a game changer for girls and women's empowerment and achieving gender equality. ICTs – in all their forms, including radio, the internet, social media, applications, devices – can enable significant advances in improving livelihoods, learning, active citizenship, expression of culture and community building. There is a clear imperative for women to co-develop and harness these advances to positively impact their rights and lives, innovate and build their own futures, while preventing further entrenchment of inequality, discrimination, exploitation and addressing new threats and risks. Yet, despite the recognized potential and areas of progress, impact is not happening fast enough, to a transformative degree and investments are lacking. Women are not sufficiently engaged in and influencing the direction and content of the knowledge society. Successes in leveraging technology for women's empowerment are too often the exceptions rather than the rules. Our challenge is how to move beyond recycling recommendations on what needs to be done, how to implement commitments, and move from pilots and anecdotes to increased understanding and evidence, holistic efforts, greater investments, scaled action, and ultimately transformation and impact for women on the ground.

UN Women's work in ICT for Development seeks to address major opportunities and barriers and will work toward increasing action and investment amongst partners and to better understand the impact of technology on women and the enjoyment of their rights. Moreover, UN Women is establishing an Innovation Incubator and Fund in order to better orient the organization toward innovative thinking and practices. Technology is a fundamental component of much of this work and this will be an additional opportunity to further the creative use of technology to further women's empowerment.

UN Women has established itself as an important leader in gender and ICTD at a time when there is growing interest in and momentum around this agenda but also a tremendous need to do more, address gaps, and connect the dots between various initiatives. The organization has a unique role to play as it straddles the UN system, inter-governmental processes, development programming and has a universal mandate. Moreover, it is a valued and trusted partner within the gender community which is where improved linkages need to be made with the ICTD community. UN Women brings these important perspectives and partners.

The duty station, New York, is the headquarters of UN Women and will enable the officer to interact with many staff working across themes and functions, as well as with other parts of the UN system. The team in which the Officer will work is part of the planning and guidance unit and it is expected that the Technology and Innovation team will grow in the upcoming year to total of three people.

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.undp.org/content/jposc/en/home/how-to-join/current-vacancies.html

Applications must be received no later than 2nd August 2015. Applications received after this date will not be considered.

Applicants will receive acknowledgement of receipt of their submission

Only shortlisted candidates will be contacted.