

# Advertisement

Junior Professional Officer

*Coordination & Advocacy Analyst*

*UNWOMEN Closing 24 June 2014*



## I General information

<b>Title:</b>	Coordination and Advocacy Analyst
<b>Sector of Assignment:</b>	Coordination and Advocacy
<b>Country:</b>	Pakistan
<b>Location (City):</b>	Islamabad
<b>Agency:</b>	UNWOMEN
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	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 **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:

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

## II Duties, responsibilities and Output Expectations

### General

#### ***Responsibility 1 – Support to country office initiatives***

Summary of duties and expected output

- Enhance the results-based country annual work planning and reporting
- Support UN coordination and strategic partnerships including resource mobilization
- Assist in strengthening UN Women's visibility and public relations
- Support knowledge building and management

#### ***Responsibility 2 – Support to strengthen UN's role***

Summary of duties and expected output

- Participate as an active member of the task forces and working groups set up under One UN; Identify opportunities and provide inputs based on UN women's comparative advantage and participate in policy dialogue around Gender Equality and Women's Empowerment;
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- Provide support to enhancing UN's participation in inter-agency and inter-governmental processes, with particular emphasis on UNDAF, Poverty Reduction Strategies, CEDAW compliance amongst others;
- Scope and identify Gender Equality capacity building needs within the UN system – including training needs- to provide substantive recommendations for comprehensive capacity building initiatives and provide inputs from gender perspective in flagship programs, implementation and

reporting to donor developed by UN agencies as Delivering as One;

- Contribute to strengthening and maintaining strategic partnerships with Civil Society Organizations (CSOs) particularly specialized groups working towards Gender Equality and Women's Empowerment in Pakistan.

### **Responsibility 3 – Support to Inter-agency initiatives**

Summary of duties and expected output

- Ensure that gender perspectives are well integrated and supported through available or emerging resources;
- Support UN entities in harmonizing activities and integrating results on gender within their results frameworks;
- Provide technical support for knowledge management on gender issues for UN organizations participating in One UN Programme, ensuring documentation and dissemination of lessons learned; draw on and disseminate UN good practices and experiences on gender equality, including from other One UN Delivering as One countries;
- Support the UNCT through the Inter agency Group on Gender Equality in monitoring progress on UNCT Performance Indicators on Gender Equality, and UN SWAP on Gender Equality and Women's Empowerment;
- Ensure that existing and new global UN policies and guidance on gender issues are widely disseminated.

### **III Training component: Learning elements and expectations**

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

- **Knowledge of gender equality, women's human rights in Pakistan:** The JPO will have an in-depth understanding of gender equality and women's rights issues in Pakistan.
- **Advocacy on Gender Equality:** The JPO will have applied skills in the development of Gender Equality advocacy initiatives.
- **Capacity building and support:** The JPO will have developed strong and productive relationships with the UN Women team and the UNCT in providing support to different aspects of gender equality and women's rights in the One UN context.
- **Understanding the Role of UN Women at the country level:** The JPO will develop an understanding of how UN Women works to promote Gender Equality and the Empowerment of Women within the UN System, in the context of devolution and complex humanitarian and security situations.

The JPO training programme includes the following learning elements:

#### **Training components:**

The JPO will receive substantive induction on UN Women's strategies, guiding principles, areas of intervention, including Delivering as One documentation & principles, UN partners and other counterparts at regional and country levels. Introduction will be made to select UN Women personnel, key partners within the UN and partner organizations. The JPO will receive trainings through workshops organized by UN Women and/or appropriate online courses.

#### **Learning elements:**

- Familiarity with the UN system structure, organization and goals of UN Women strategies in Pakistan
- In-depth knowledge of the main gender issues affecting women in Pakistan
- In-depth, first-hand knowledge of UN Women's main strategies and innovative approaches to advance gender equality and women's rights.

- In-depth knowledge of Delivering as One processes, procedures, and coordination mechanisms

## **IV Supervision**

**Title of supervisor:** Deputy Country Representative

### ***Content and methodology of supervision***

The JPO will work closely in coordination with the UN Women Strategic Management and Partnership Officer.

The JPO is also expected to work in liaison with the Gender Advisor to the Humanitarian Community to ensure that gender issues are appropriately taken up in the county's humanitarian agenda.

In order to review together the progress achieved against the work plan established at the beginning of the assignment, work planning and feedback sessions will be arranged in accordance with UN Results and Competency Assessment (RCA), including:

- Performance Planning– an annual results-based work-plan periodically adjusted
- Year-end appraisal
- Informal discussions throughout the year

## **V Required Qualifications and Experience**

### **Education:**

Master degree or equivalent in development, gender studies, social sciences or related field.

### **Working experience :**

Preferably 2 to maximal 4 years relevant working experience, preferably in policy, advocacy and coordination.

- Knowledge of the UN system would be an advantage
- Relevant experience, preferably related to knowledge building and management in a development context.

**Languages :** Fluency in English, with excellent written and verbal communications skills

### **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**

Pakistan is one of the eight pilot countries for the 'One UN' initiative that aims at achieving UN system wide coherence for greater development impact. Under the 'One UN', Pakistan has developed its second One UN Programme (OP11-2013-2017). UN organizations work together as a coordinated UN Country Team (UNCT) under the leadership of the UN Resident Coordinator with a view of having common programme, a common budget and a common administrative system.

The UN system in Pakistan is committed to strengthening its support to the country development strategy through its strategic interventions around gender equality and women's empowerment, the development of new programmes and the provision of technical support to the UN Resident Coordinator (RC) and UNCT, as appropriate and required. This will enable the country team to continuously establish and implement programmes focused on gender equality and women's empowerment and to mainstream gender into the work of the UN system as a whole, i.e. through the implementation of UN System Wide Action Plan (SWAP) on Gender Equality and Women's

Empowerment.

The JPO shall provide technical support to the UN Women Country Office in the areas of strategic planning, programme development and inter agency coordination. In addition, she/he will support One UN processes at the appropriate level. The duties of the JPO will include - identifying new and emerging opportunities for the advancement of gender equality in the UN system in Pakistan, developing and maintaining technical partnerships with diverse stake-holders; and, ensuring that country office's technical knowledge is collected, updated and disseminated for effective technical, capacity building and policy dialogue. The JPO will work closely in coordination with the UN Women Strategic Management and Partnership Officer.

## **VII Information on living conditions at Duty Station**

**Pakistan**, officially the [Islamic Republic of Pakistan](#), is a sovereign country in [South Asia](#). With a population exceeding [180 million people](#), it is the world's sixth [most populous](#) country. Islamabad is the capital of Pakistan with many expatriate staff.

**Pakistan is a non-family duty station which means that you are not allowed to bring any family members.** However, UN international employees are entitled to 1 week of Rest and Recuperation (R&R) every 8 weeks of work.

Hotel accommodation is recommended for Serena Hotel and Marriott Hotel which are expensive.

Prior to arrival the office will undertake the initial bookings in one of the guest houses, for the first few days, until the staff selects his/her residence.

Security

Due to the prevailing situation, security precautions are needed particularly for staff travelling out of Islamabad. UNDSS will provide detailed security briefing to each newly arrived staff and will clear and monitor mission movements.

## **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://www.jposc.org/content/programme/current_vacancies-en.html)

[http://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=46678](http://jobs.undp.org/cj_view_job.cfm?cur_job_id=46678)

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.