

Advertisement

Junior Professional Officer

Liaison Analyst



United Nations Entity for Gender Equality
and the Empowerment of Women

UN Women

Closing date: 31 July 2018 (midnight, New York, USA)

I General information

Title:	Liaison Analyst
Sector of Assignment:	Intergovernmental support
Country:	Switzerland
Location (City):	Geneva
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

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&hoofdhash>

Please read the criteria and FAQ section carefully before considering applying

II Duties, responsibilities and Output Expectations

General

The JPO will assist the Geneva Liaison Office in building and expanding UN Women's partnerships with Geneva-based stakeholders and in engaging in intergovernmental processes to strengthen the normative framework for gender equality and the empowerment of women as well as to increase the gender perspectives in the work in support of the implementation of the 2030 Agenda.

1. Director Support

- Support the Director of the Liaison Office in delivering the mandate of the Liaison Office.

2. Liaison Office Support

- Contribute to the Liaison Office's support of normative intergovernmental processes on gender equality and the empowerment of women and girls, including through preparation of summaries of deliberations, support for negotiations, and provision of technical inputs.

3. Building Activity/Events

- Contribute to the organization of panel discussions, interactive events, informal meetings, stakeholder events and other alliance building activities on gender equality and the empowerment of women and girls.

4. Research and document drafting

- Undertake research as required, and draft written materials, issues papers and briefing/background notes in assigned areas of gender equality and the empowerment of women and girls.
- Draft and/or review correspondence, briefing notes, talking points, meeting notes, minutes and presentations.

5. Other

- Perform other official duties and special assignments that may be requested by the Supervisor.

III Training component: Learning elements and expectations

Upon completion of the assignment, the JPO will have:

- a profound understanding of the functioning and political dynamics of the normative intergovernmental and interagency work of the United Nations system at Geneva
- developed negotiation skills and competences for strategic outreach and partnership building with a variety of stakeholders working on gender equality and the empowerment of women and girls.
- strengthened communication and analytical skills; a sharpened political acumen. A robust understanding of the intergovernmental processes, including the Human Rights Council, at the United Nations at Geneva, and how they contribute to the global normative framework for gender equality and the empowerment of women. She/he will have experienced engagement with Member States, UN Agencies, civil society and other stakeholders with a view to build partnership and coalitions.
- Second year: a deeper understanding of UN-Women's role in promoting gender equality and the empowerment of women by supporting Member States, coordinating the United Nations system and mobilizing civil society and other relevant stakeholders. She/he will have deepened her substantive knowledge on gender issues and their political implications and be able to apply this in the engagement in intergovernmental processes. She/he will be able to identify opportunities and provide technical inputs for strengthening attention to gender perspectives in a range of substantive and thematic areas.

The JPO training programme includes the following learning elements:

- The JPO will hone her/his substantive knowledge and organization skills on the job, and learn about the various aspects of intergovernmental work and the United Nations System in Geneva.
- Participation in a two-week long UN Women Programme Policy and Operations Induction Course in New York within the first 3 to 6 months of assignment.
- Further learning opportunities will be identified together with the JPO, bearing in mind her/his learning needs.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Director, UN-Women Geneva Liaison Office

Content and methodology of supervision

The JPO will work under the overall guidance of the Director of the Intergovernmental Support Division and under the direct supervision of the Director of the Geneva Liaison Office. The JPO will have regular meetings with the Supervisor. At the beginning of the assignment, a negotiated work plan will be developed, with detailed expected outputs and success indicators over the reporting period. Informal feedback will be provided regularly, formal written feedback after three months and then twice yearly.

V Required Qualifications and Experience

Education:

A minimum of a Master's degree or equivalent in the field of political or social science, law, international relations, gender studies or other relevant /similar field.

Working experience:

Two to maximal 4 years of professional experience, in the field of international law, international relations, public relations and advocacy or gender equality issues at the national and international

level. Experience in the use of computers and office software packages (MS Word, Excel, PPT, etc.).

Languages:

Fluency in English, both oral and written, is required; working knowledge of French and any other UN official languages is an asset.

Key competencies

- Demonstrates commitment to UN-Women’s mission, vision and values;
- Produces qualitative, accurate outputs with considerable attention to detail, in a timely manner;
- Maintains constructive, effective business relationships with clients and partners;
- Strong interpersonal and communication (verbal, listening, writing) skills;
- Organization skills (time management, efficient administration, multi-tasking and fast-paced)

VI Background information on Agency/Department/Section

On 2 July 2010, the General Assembly created the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) through its adoption of resolution 64/289, to function as a secretariat and also to carry out operational activities at the country level, as well as to lead, coordinate and promote the accountability of the United Nations system in its work on gender equality and the empowerment of women. Subsequent resolutions, including of the General Assembly, the Economic and Social Council and of the Commission on the Status of Women, have recognized and welcomed the central role played by UN-Women in supporting Member States, in coordinating the United Nations system, and in mobilizing civil society, the private sector and other relevant stakeholders for the promotion of gender equality and the empowerment of women.

Geneva is host to over 40 UN entities representing a strategic mix of specialized agencies, entities with a critical normative support function, programme entities and smaller technical offices, as well as close partners of the UN system. More than 200 non-governmental organizations are headquartered in Geneva – many of which work directly or indirectly on gender equality and women’s rights. There are some 30 international organizations in Switzerland that have a consultative status to the UN. Geneva also benefits from the presence of a number of well renowned academic institutions relevant to empowering women and promoting gender equality.

A large number of intergovernmental processes with direct relevance to the gender equality and empowerment of women agenda are held primarily or exclusively in Geneva. Geneva is the internationally recognized center of expertise in many of UN-Women’s priority areas: human rights, health, peace and security, labour, economics, trade, migration, humanitarian affairs, disaster risk reduction, science, telecommunications, the environment and sustainable development. All of this makes Geneva an indispensable strategic arena for UN-Women.

The Liaison Office at Geneva was established in October 2016 with the mandate to expand, deepen and broaden UN Women’s strategic engagement with these stakeholders and processes in supporting them to effectively contribute to the full realization of gender equality and the empowerment of women and girls and their human rights by 2030.

VII Information on living conditions at Duty Station

This post is in a Family Duty Station providing all health, school, etc. facilities needed for expatriates. The cost of living in Geneva is quite high compared to other duty stations. Therefore, the JPO will be entitled to a compensatory post-adjustment commensurate with the cost of living.

Geneva does not have a security phase. However normal caution should be exercised in public places to avoid theft and other security threats.

VIII How to apply

The closing date for application is 31st July 2018 (midnight, New York, USA).

Please click [here](#) to apply through the UNDP e-recruit platform.

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