

# Advertisement

Junior Professional Officer

***Programme Analyst***

UN Women



United Nations Entity for Gender Equality  
and the Empowerment of Women

Closing date 8 May 2012

## I General information

<b>Title:</b>	Programme Analyst
<b>Sector of Assignment:</b>	Programme Division
<b>Country:</b>	Egypt
<b>Location (City):</b>	Cairo
<b>Agency:</b>	UN Women
<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**. – see criteria at the website of the Dutch Ministry of Foreign Affairs: <http://www.minbuza.nl/en/key-topics/development-cooperation/associate-experts-programme>

## II Duties, responsibilities and Output Expectations

### General

The Programme Analyst will support the Arab States regional team in the establishment of the Cairo Regional Center and the smooth transition to fully assuming its role in providing direct oversight, strategic programme and operational guidance to Country Offices. The Programme Analyst will be based in Cairo and will work closely with the Deputy Regional Director and with UN Women Egypt Country Office to develop and implement key activities in support of the transition to a fully functional Regional Center (RC).

### 1. Provide Programme and Operational Support to Country Offices and Regional Centre

- Support the development and implementation of the Regional Development Results Framework (DRF) and Annual Work Plan;
- Provide operational support to ensure that the RC is in full compliance with UN/UN Women rules, regulations and policies, business processes and implementation of corporate operational strategies;
- Support effective and accurate financial resources management including proper planning, expenditure tracking and provision of efficient procurement and logistical services to the RC and Country Offices;
- Provide programmatic support to Country Offices specifically in the areas of women's political participation and economic empowerment, including support for the establishment of baselines;
- Assist the Deputy Director in the management oversight of the two-year regional programme on

women's political participation in transitional states;

## **2. Analysis and Information Gathering**

- In-depth analysis and updates on development/political/social/economic trends and issues in the Arab Region as they arise.
- Communicate with UN Women Country Offices' staff and partners on new policy developments in the Arab Region.
- Maintain good contacts with think-tanks and other regional organizations/networks and individuals that undertake analysis on the Arab Region.
- Regular sharing of external analysis and reports on the region with teams across the Arab States Country Offices.

## **3. Coordination and Advocacy**

- Support the UN Women Cairo Center and Egypt Country team's coordination with civil society to identify priorities and develop project documents;
- Support the RC team in the identification of opportunities for regional advocacy including through mapping of key events and forums;
- Prepare and provide logistical and substantive support for the creation of the "knowledge hub" in partnership with implementing NGOs to be based out of the RC;
- Other tasks related to the establishment of the RC and support to Country Offices as designated by the Deputy Director.

## **III Training Component: Learning Elements and Expectations**

Upon completion of the assignment, the JPO will have/will be able to:

- Will have an in depth knowledge and analytical overview of the women challenges in the Arab region (and other issues the region in general);
- Will be able to design, appraise and oversee women empowerment projects/programs addressing women needs and other related issues.
- Will be familiar with UN Women and UN system programs on Women Empowerment and gender related issues.
- Will have enhanced her/his communication and negotiation skills as well as problem solving capacity.

The JPO training programme includes the following learning elements:

Training opportunities include direct exposure to the JPO Programme work through on-the-job training, participation in in-house learning events and work-related workshops and/or seminars as identified and agreed upon to further enhance the JPO's performance. Attendance of the UN Women programme and policy mandatory training courses.

## **IV Supervision**

**Title of Supervisor:** Deputy Regional Director, Mohammed Naciri

### **Content and Methodology of Supervision**

The JPO will work in close collaboration with the Deputy Regional Director. Regular day-to-day interaction is complemented by weekly review meetings with the direct supervisor. The JPO carries out day-to-day work independently in accordance with the established policies and procedures with limited supervision. Guidance will be available from the supervisor for unusual matters or problems which the JPO could encounter. The supervisor and JPO will discuss performance against the individual work plan on a regular basis.

## **V Required Qualifications and Experience**

**Education:**

Master degree or equivalent in gender studies, social policy, international relations, public policy, development studies, or similar.

**Working Experience :**

2 to maximum 4 years of relevant work experience. Experience particularly in areas related to social policy and/or gender and familiarity with the UN System is an asset.

**Languages:** Fluency in written and spoken English. Working knowledge of Arabic is an asset.

**Key Competencies**

- Knowledge of methodologies and best practices for promoting gender equality, equity and women empowerment in general and in Middle East and North Africa Region (MENA) in particular.
- Experience with implementing gender mainstreaming agendas across a variety of sectors, including experience gender mainstreaming in governmental bodies.
- Experience working with and building capacity of national women’s machineries or similar institutions.
- High degree of political sensitivity and demonstrated ability to achieve results in politically and operationally complex environments.
- Demonstrates integrity by modelling the UN’s values and ethical standards

**VI Background Information on Agency/Department/Section**

The 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, the UN Women will lead and coordinate United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide 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 in the process of launching a Regional Center in Cairo following a series of consultations which enabled UN WOMEN to identify a number of sectors and issues as priority programmes for the next years. As per the Arab States regional strategy, the priority areas of work are (i) expanding women’s leadership and participation; (ii) enhancing women’s economic empowerment; (iii) ending violence against women; and (iv) institutionalizing gender in Governance with a focus on gender responsive budgeting and planning. In addition to the above, UN WOMEN also actively participates and contributes to various UN inter-agency processes and collaborates with U.N. organizations around specific programme areas.

**VII Information on Living Conditions at Duty Station**

<http://www.ask-aladdin.com/egypt.html>

## **VIII How to apply**

Eligible candidates are requested to submit an on-line application at the following link:

[http://www.jposc.org/content/programme/current\\_vacancies-en.html](http://www.jposc.org/content/programme/current_vacancies-en.html)

**The deadline for receipt of applications is Tuesday 8 May 2012.**

Applications received after this will not be considered. In view of the volume of applications, only candidates being invited for an interview will be contacted.

All applicants will receive acknowledgement of receipt of their submission