

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

Title:	Programme Analyst
Sector of Assignment:	Women's Empowerment
Country:	India
Location (City):	New Delhi
Agency:	UN Women
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** – 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

1. Support Implementation of the Sub-regional Component of the SG UNiTE to End Violence Against Women (EVAW) Campaign in the Region

- Provide support for conceptual development of the South Asia component of the SG UNiTE Campaign through consultations with all stakeholders- government, NGOs and UN agencies in the South Asia region.
- Provide technical advice and backstopping for organisation of regional and national consultations for identifying priority areas on EVAW in the region including research, surveys and progress reports for updating the SGs Inventory of United Nations System Activities to prevent and eliminate violence against women.
- Support all project management related components both programmatic and financial e.g. organising Project Appraisal Committee (PAC) and stakeholders meetings, preparing minutes of the meetings, development of work-plans, budgets, monitoring plans, terms of Reference (TORs), Request for proposals (RFPs), procurement in line with UN Women's rules and regulations, progress reports, annual reports, inter-agency consultations, and managing implementing partners/consultants.

2. Support for the UN Trust Fund on End Violence against Women for South Asia

- Monitor projects already underway in the region under the UN Trust Fund (UNTF) on EVAW, including field visits and overview the monitoring system and its enhancement. Assist new grantees in finalising their log-frames, work-plans and monitoring plans. Liaise and follow-up with all UNTF grantees for the effective and timely implementation of the projects and financial

management.

- Review and provide feedback on progress reports – both narrative and financial on a regular basis and within the stipulated deadline.
- Provide on-going technical and administrative support to other related tasks of the UN Trust Fund, as requested, and prepare briefs/ updates on UNTF grantees for HQ.
- Provide quality services for management of the annual Call for Proposals, recruitment and management of consultants for reviewing the Call for Proposals and organising PAC and minuting the proceedings of meetings, etc.

3. Support Fund Raising Efforts

- Support fund raising efforts of the office on EVAW by providing support for development of proposal/concept note development, including drafting of project documents through a gender analysis, preliminary research and data collection, developing and updating donor profiles, and SWOT analysis.

4. Backstop the Implementation of UN the Asia Pacific Regional Joint Programme on Working with Boys and Men to Prevent Gender-based Violence (P4P)

- Support project management tasks related to P4P, including but not limited to drafting of RFPs , TORs for implementing partners/ consultants and managing and reviewing implementing partner/consultant work plans and outputs.
- Prepare progress reports

Other responsibilities as may be assigned

III Training Component: Learning Elements and Expectations

Primarily it will be on-the-job learning accompanied by mentoring. Other opportunities will comprise of participation in formal trainings, workshops and seminars both inside and outside the UN WOMEN at the regional and country levels. The selected candidate will need to develop her/his capacities on the programming tools of UN Women, including developing and working with the logical framework.

The JPO training programme includes the following learning elements:

- In-depth knowledge of gender based violence and in particular effective strategies for prevention and response to eliminating all forms of violence against women in the region
- Hands-on training and experience in appraisal, formulation and monitoring of projects in the area of Eliminating Violence against Women. Broad knowledge of development issues in South Asia region and more in-depth substantive knowledge of gender and violence. Detailed knowledge of UN and especially UN Women supported projects, policies and procedures. Exposure to the development of strategic thinking on thematic areas through participation in meetings, and preparation of background notes, project documents and appraisal notes, field visits and interaction with partners. The JPO will be given learning opportunities through participation in relevant workshops and training courses within and outside the Region, as well as virtual learning through Knowledge Networks and e-groups on related issues.
- The JPO will enhance his/her skills in organization management, prioritization and administration and develop his/her skills in programme and portfolio management.
- The beginning of the first year for the JPO will be a learning period on the programme specific requirements and working procedures, as well as the working attitudes and delivery of programmes of UN Women standards. At a later stage, s/he will become acquainted with UN Women's tools utilized for effective programme / project delivery.
- Throughout the second year of the JPO period, s/he is expected to be learning more advanced skills from the increased daily involvement in programmes and projects and to ensure their application in the daily line of work, towards gaining thematic expertise. These include project monitoring skills, enhanced skills in the managerial and leadership fields, partnership building,

as well as a strengthened basis for his/her specialisation in the field

- Ability to communicate across a diversity of organisations and experts, including UN Women offices in the sub regions.

IV Supervision

Title of Supervisor: EAW Specialist, Bharati Silawal-Giri

Content and Methodology of Supervision

The JPO will work under the direct supervision of the EAW Specialist and the overall supervision of the Deputy Regional Programme Director. On arrival, s/he will be provided an induction on UN Women's mandate, Strategic Plan, Annual Work Plans, programme policies and methodologies. Key Result areas including indicators and learning plan for the year will be established through a consultative process. A detailed work plan based on the Key Result Areas will be approved by the Regional Programme Director and the Deputy Regional Programme Director in consultation with the EAW Specialist. The EAW Specialist and UN Women will put in place an assessment and monitoring system to help track progress, performance, and learning; and provide regular feedback on performance, in addition to the mandated mid-year performance review and annual performance appraisal.

V Required Qualifications and Experience

Education:

Master degree or equivalent in social sciences, gender studies, women's human rights, and/or international studies, or another related discipline.

Working Experience :

2 to maximum 4 years of relevant working experience. Experience related to gender based violence will be an asset. S/he should possess a broad understanding of global trends on addressing violence against women.

Languages: Fluency in written and spoken English and an additional UN language is an asset.

Key Competencies

- Strong analytical skills;
- Substantive knowledge of gender based violence
- Strong writing, computer and IT skills
- Ability to work within a team as well as carry out tasks independently
- Organisational planning, budgeting, and communication skills;
- Ability to take decisions and manage political/cultural sensitivities;
- Ability work under pressure and deliver on deadlines

VI Background Information on Agency/Department/Section

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 centre 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 committed to be in the forefront to locate the issue on the policy and legislative agenda and intensify efforts to support country implementation, including through its role on behalf

of the UN system as manager of the UN Trust Fund to End Violence against Women. The UN Women South Asia Sub-regional Office (SA SRO) implements a range of projects to end violence against women including:

- South Asia regional component of the UNiTE Campaign and Joint Programming work in selected countries.
- The UN Trust Fund work by providing small grants designed to address the priorities, needs and concerns that have been raised by EAW practitioners in the South Asia.
- Advisory services to UN sister agencies including work on the research and knowledge sharing products on EAW in the South Asia.
- Gender Equality and Trafficking/HIV/AIDS projects to mainstream gender issues in flagship HIV and economic programmes.
- A 'Safe Cities' project on improved gender-responsive infrastructure, mechanisms, programming and services for making cities safer for girls and women.

There are three international staff and 45 national staff currently in the SARO Office. The EAW Unit comprises of an EAW Specialist and a Programme Officer.

VII Information on Living Conditions at Duty Station

http://www.jposc.org/content/JPOs/links_to_DS/india-en.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

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