



**JOB DESCRIPTION
JUNIOR PROFESSIONAL OFFICER**

Post (IMIS) No.: **58811**

Grade: **P-1**

Post Title: **Gender Rights & Equality Officer**

Organization Unit: **MENA Regional Programme Cluster**

Duty Station: **Amman, Jordan Regional Office**

Duration of Appointment: **1-3 years**

SUPERVISION:

Direct supervision by:

Roberto Benes, Regional Adviser Social Policy, UNICEF MENARO

During absence of 1st reporting officer, supervision will be provided by

Hasmik Egian, Regional Chief of Programme and Planning, UNICEF MENARO

Supervision to be given (what & how):

Overall supervision and guidance will be provided by the Regional Adviser Social Policy through regular cluster meetings and Personal Performance Reviews. Supervision and guidance will be provided on a day-to-day basis, and frequent meetings will be organised between the supervisor and the JPO to review work accomplished and to discuss assignments. In absence of the supervisor, the OIC for the Programme Cluster will provide the necessary back up.

PURPOSE OF THE POST:

In the context of UNICEF's global policy on gender equality, to assist the MENA Regional Office and MENA Country Offices to operationalise the Regional Gender Strategy in the area of gender equality and mainstreaming, in particular providing analysis and technical advice.

MAJOR DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

No. & %	Major Duties and Responsibilities	Output (Achievement) Expected
1 30%	In the context of UNICEF's global policy on gender equality, ensure a leading role in the implementation of MENA regional strategy on gender equality and gender mainstreaming. This includes organization/supervision of training opportunities, preparation of selected training tools, as well as organization of activities on knowledge management/generation on gender equality.	Strategy is operationalised and related activities are duly followed up. Input is provided in the organization of training tools and learning opportunities, as well as knowledge generation/management activities.
2 30%	Assist the Regional Office with the review and critical analysis of Country Programme Documents, Funding proposals, Annual Workplans, Annual Reports, and other important documents to ensure adequate attention to women and gender equality issues.	Gender equality perspective is strengthened/enhanced in selected regional documents.
3 30%	Provide technical support to selected countries in the Region to ensure that gender equality and gender mainstreaming are fully taken into account in the design and implementation of Country Programmes. Assist in organising, reporting and follow up meetings, visits and trainings.	Gender equality perspective is strengthened/enhanced in the design and implementation of country programmes in selected countries of the region.
4 10%	Assist in providing input to and coverage (attendance and monitoring) of other relevant gender rights meetings, including other human rights treaty bodies and NGO meetings when relevant.	Written inputs on specific gender related meetings is provided.

Qualifications and experience**Education:**

University degree in International Law, Political Science, Social Sciences, International Relationship, Anthropology or related fields

Work experience: Preferably 2 years professional experience in a relevant area such as development and human rights. Knowledge of gender rights and equality and gender mainstreaming is an asset.

Language: Fluency in English and another UN language is required. Knowledge of Arabic is an asset.

Required Skills/Competencies:

- Human Rights, women issues and gender analytical and conceptual thinking
- Effective communication and writing skills
- Planning and monitoring skills; ability to organise work and projects

- Ability to make timely and quality judgement and decisions
- Computer skills, including internet navigation and various office applications
- Commitment to continuous learning for professional development
- Demonstrated ability to work in an international and multi cultural environment and establish harmonious and effective working relationships both within and outside the organisation
- Initiative, passion and commitment to UNICEF's mission and professional values.

Learning Elements

During the tenure of his/her assignment, the JPO will be exposed to continuous learning and training opportunities. Upon arrival at the duty station, and together with the supervisor, the JPO will develop an Induction and Orientation plan, using UNICEF Programme Manuals and Policy Guidelines on child rights and protection of women rights and gender (CEDAW) as well as other UNICEF relevant policies and programme documents.

The plan will include elements of self study using CD-ROMS, briefings meetings, on the job training and participation in a number of learning/training workshops relevant to the JPO's area of work.

After the 3 year assignment, the JPO will be able to:

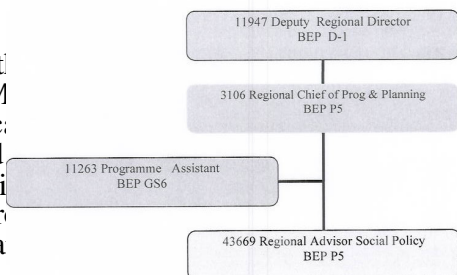
- Smoothly and flexibly work in a multi-cultural context and as part of a team.
- Engage in respectful, assertive, constructive and action-oriented dialogue with other professional of diverse background and perspectives on social planning.
- Produce more precise and consistent written and oral communications on matters related to social development and humanitarian action.
- Undertake more precise and consistent analysis of children's situation as well as formulation and monitoring of programmes and projects addressing the upholding of child rights, particularly in the themes of child protection.

Background information/Programme Outline/History:

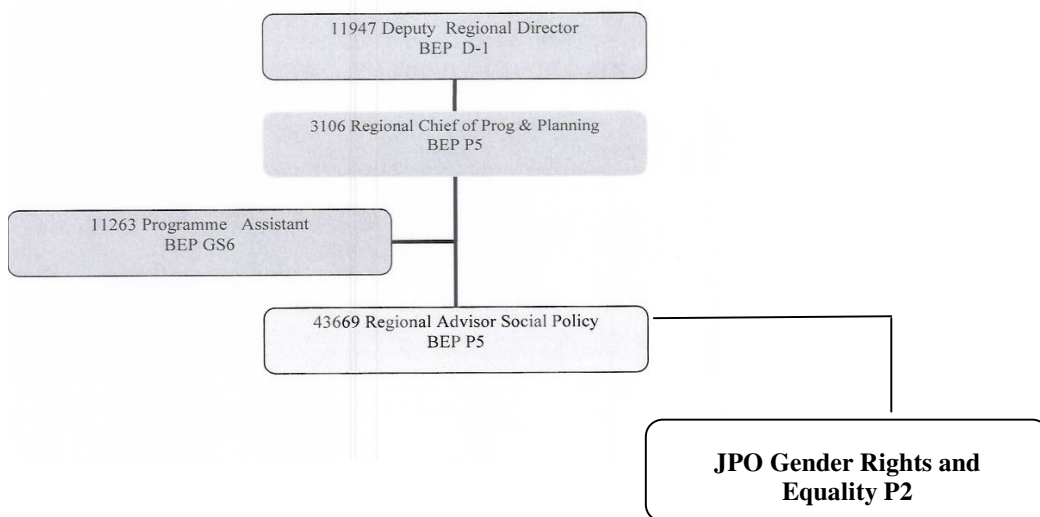
MENA is one of the most diverse regions in terms of socio economic development, including groups of High and Middle Income Countries, as well as least developed countries or countries requiring humanitarian interventions. The Region is characterized by wide disparities between the oil producing and non-oil producing countries, as well as by sub-national, gender, and income based differences. In most MENA countries there is considerably improved access to health services and education, and to a more limited extent, to opportunities to participate in the public sphere - economic, political, government service and through civil society organizations. Yet full empowerment of girls and women at family, community and national levels remain seriously challenged by deep-rooted conservative socio-cultural attitudes, in all typologies of countries.

Gender equality is an issue that programming approach in MENA. This JPO position will contribute to the agenda, at both regional and Country Offices in the area of Regional Social Policy Advisors on gender equality, the position will provide technical assistance and guidance to the Regional Office and Country Offices in the area of gender equality.

Contribution to UNICEF's global gender equality strategy and guidance of the Regional Policy on gender equality in the Region to the Regional Office and Country Offices.



Organizational Structure:



Living Conditions and Working Environment:

The JPO, Gender Rights and Equality, will be based in the UNICEF's Regional Office for Middle East and North Africa in Amman, Jordan, with occasional travel outside the country. She/he will work in the Core Programme Cluster in the MENA Regional Office and with very close and constant relations with all the other Regional Advisors and technical staff in the Regional Office. In addition, the JPO position will constantly liaise with Country Offices in the Region for technical assistance and monitoring purposes.

Jordan is currently under security Phase One. Amman is also base of a number of International Agencies and hosts an important resident international community. Excellent medical care is available, especially in Amman. Arabic is the official language. English is taught to all students and is widely spoken.