



United Nations Entity for Gender Equality  
and the Empowerment of Women

## **Junior Professional Officer Programme (JPO) Chiffre Nr. 2025-2-36**

### **I General Information**

**Title:** JPO Policy Analyst

**Organization/Office:** UN Women – Year 1: Peace, Security and Resilience Section / Year 2: Peace & Security Section

**Duty Station:** Year 1: Nairobi, Kenya, / Year 2: New York, USA,

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

### **II. Organizational Context**

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.

The Policy Division develops and implements the UNW program of work on analysis, research and knowledge management that provides the evidence base for the advice and guidance UNW provides to the intergovernmental process, the UN system, and to UNW staff working at country and regional level on issues of gender equality and women's empowerment. It identifies emerging issues and trends, and develops and proposes new strategies for achieving the agreed goals through innovative approaches and lessons learned about what works in practice.

UN Women's Peace, Security and Resilience Section(PSR) is responsible for providing corporate policy and strategic advice as well as technical support to UN Women Country Offices and partners in several areas, including: mediation and conflict prevention, peacebuilding and recovery, rule of law and transitional justice, women's participation in peace and security processes and institutions, and mainstreaming gender into peacekeeping operations, efforts to counter violent extremism, and post-conflict governance. The PSR Section also includes WPS Advisors and Policy Specialists in all of UN Women six regional offices.

In Eastern and Southern Africa, UN Women Eastern and Southern Africa Regional Office (ESARO) is steadfast in its commitment to empowering women for sustainable peace and development in the region. UN Women cultivates an enabling policy environment conducive to the realization of UN Security Council Resolution (UNSCR) 1325 on Women, Peace, and Security at both regional and national levels. This is pursued through multifaceted approach aimed at providing comprehensive policy, programmatic, and coordination support to various stakeholders, including Regional Economic Commissions & Regional Mechanisms, Member States, women's rights organizations, and other key actors. Furthermore, UN Women approach is holistic, encompassing diverse dimensions of women's involvement in conflict prevention, resolution, recovery, and inclusive governance. This entails not only amplifying their voices and agency but also bolstering mechanisms for accountability and safeguarding against all forms of human rights violations, particularly conflict-related sexual violence.

In the area of conflict resolution and mediation, UN Women contributes to building peaceful and inclusive societies by supporting and enhancing women's participation and leadership in ongoing peace, national dialogue and reconciliation processes, and the implementation and monitoring of peace agreements. UN Women works closely with civil society organizations, Member States, and other UN agencies, among others, to increase women's meaningful participation in peace processes. UN Women provides technical expertise to support gender mainstreaming across peace processes; and enables knowledge generation through documenting good practices, research and policy development.

Furthermore, to support the expansion of networks of women mediators at regional, national and local levels, UN Women provides technical and operational support to women mediator networks and contributes to raising the profile of these networks. UN Women also supports the development of networks of women leaders, namely the operationalization of the United Nations-African Union co-convened African Women Leaders Network.

The Policy Analyst will be stationed in Nairobi-Kenya for the first year under the direct supervision of the WPS Policy Specialist in the Eastern and Southern Africa Regional Office; and for the second year he/she will be stationed in New York under the direct supervision of the Participation Policy Specialist and the overall supervision of the Chief, Peace and Security. The Policy Analyst will support the development and implementation of the organization's policies in the area of gender and mediation, including supporting policy development and coordination, capacity building interventions and strategic partnerships, learning and knowledge production and management, and the support to networks of women mediators and women leaders.

She or He will support the Policy Specialists; engagement with the country and regional office, and global policy-related work in the areas of gender, conflict resolution and mediation. The Analyst will also contribute to the broader work of the Peace and Security Section.

### **III. JPO Programme Components**

**Title of Supervisor:** Policy Specialist.

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

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with the direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and

supervisor.

**Evaluation:**

The Performance Management and Development (PMD) tool will serve as a primary platform to evaluate of the JPO's performance.

**Training components:**

- Participation in a UN Women Induction Course in New York or remotely if applicable.
- UN Women mandatory online training courses.
- Access to online training and learning resources of the Learning Management System to develop management skills as well as knowledge in specific technical areas in line with the individual learning plan developed annually with the supervisor.
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide.

**Learning components:**

On completion of the assignment, the JPO will have/be able to provide policy advice on inclusive peace processes and methods of increasing women's meaningful representation in peacemaking, with a particular focus on the African region.

In addition to strengthening of UN Women competencies skills set, in particular those listed below, the JPO will also learn/acquire some of the following:

- A solid understanding of UN Women's WPS mandate.
- Quality drafting of reports and policy briefs on women in mediation and peace processes.
- A good understanding and a network of actors within the mediation and conflict resolution field.
- Partnership establishment and management experience.
- Project management experience

**IV. Functions**

**Support the implementation of programmes in the area of Women, Peace and Security in ESARO:**

- Support the operational aspects of the implementation of ongoing regional WPS projects.
- Liaise with UN Women country offices implementing regional programming, to ensure quality programming and timely expenditure of funds.
- Support the liaison with regional and national counterparts, donors, and partners to ensure the Programme results are achieved including through participation in coordination meetings and tracking implementation of project resources.
- Participate in, and contribute to the joint UN Women-African Union initiative on the African Women Leaders Network.
- Support preparation of narrative reports to donors and partners.

**Support policy development and knowledge-building and sharing on women's participation in peace processes and peace and security:**

- Prepare inputs to the design and formulation of programmes/projects and initiatives related to Women, Peace, and Security in ESARO region around women's participation in peace processes by reviewing draft proposals, identifying gaps and making recommendations for improvement.

- Support the routine policy analysis of trends and priorities as regards peace and security in the African region.
- Prepare inputs to intergovernmental processes, forums and reports to facilitate and increase women's participation in, and influence of, mediation and peace processes.
- Support the development of knowledge and advocacy products commissioned under the Section's project on "Women's Leadership for Inclusive Development and Stability".
- Support with organizing (online) conferences, dialogues, expert meetings, panels and other interactive events on relevant issues for women in peace processes and mediation.

#### **Support advocacy, knowledge building and communication efforts:**

- Provide technical inputs to background documents, briefs and presentations related to Women, Peace, and Security.
- Support to the development and data collection of the Women in Peace Processes Monitor.
- Support the production of studies, reports, background papers on the gender and mediation portfolio.
- Support the organization of advocacy activities and campaigns events, trainings, workshops, and knowledge products.
- Provide inputs to the development of knowledge management products on Women, Peace, and Security.
- Support in identifying best practices and lessons learned to guide programme improvement and strategy planning.

#### **V. Key Performance Indicators**

- Systematic follow-up and tracking of recommendations generated from the corporate evaluation.
- Quality inputs to products delivered on the mediation and women in peacemaking portfolio.
- Quality policy support to Country Offices, Regional Offices and external partners on mediation and peace processes.
- Quality support to AWLN Project implementation and reporting.
- Quality support to the development of the Women in Peace Processes Monitor.

#### **VI. Competencies**

##### **Core Values:**

- Respect for Diversity
- Integrity
- Professionalism

##### **Core Competencies:**

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Please visit this link for more information on UN Women's Core Values and Competencies:  
[https://www.unwomen.org/en/about-us/employment/application-process#\\_Values](https://www.unwomen.org/en/about-us/employment/application-process#_Values)

### **Functional Competencies**

- Strong knowledge of the UN's women, peace and security mandate.
- Strong inter-personal skills, communicate effectively with staff at all level of the organization.
- Demonstrate sensitivity, tact and diplomacy, comfortable with handling external relationships at all levels.
- Ability to organize and complete multiple tasks by establishing priorities.
- Ability to handle a large volume of work under time constraints.
- Ability to establish, build and sustain effective relationships with clients, demonstrating understanding of client's perspective.
- Ability to work as a member of a team.
- Demonstrated commitment to gender equality and/or women's rights.

### **VII. Recruitment Qualifications**

#### **Education and certification:**

- **Master's degree** in development related disciplines, gender issues, economics, public policy, law or other social science fields. (Education in Peace and Security is an advantage) is required.
- A project/programme management certification would be an added advantage

#### **Experience:**

- At least 2 years of work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building.
- Experience working on gender, peace and conflict issues, networking and partnership.
- Exposure to international organizations with strong understanding of AU mission, objectives, rules and regulations and its working partnership with the United Nations.
- Experience in knowledge management and in engaging in policy advocacy and development is desired.
- Familiarity with the UN system and Intergovernmental processes in New York, experience in inter-agency coordination and previous experience working on gender equality issues is preferred.

#### **Language Requirements:**

- Fluency in English is required. Fluency in French is desirable.
- Knowledge of the other UN official working language is an asset.

**Bitte senden Sie Ihre Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO)  
unter Angabe der Chiffre Nr. 2025-2-36 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**