



United Nations Entity for Gender Equality  
and the Empowerment of Women

## **Junior Professional Officer Programme (JPO) Chiffre Nr. 2023-1-30**

### **I General Information**

**Title:** JPO Coordination Analyst

**Sector of Assignment:** Gender Coordination Mechanism (GCM)

**Organization/Office:** UN WOMEN HQ, Policy, Programme and Intergovernmental Division

**Duty Station:** Tanzania Country Office, Dar es Salaam

**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**

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 centre of all its efforts, UN Women leads and coordinates the 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 Tanzania chairs the Prevention of Sexual Exploitation and Abuse (PSEA) Network and Chairs the UNDAF Outcome Group on Women's Leadership and Political Participation. As a follow up to the UNCT-SWAP Gender Scorecard conducted in 2018, the UNCMT established the Gender Coordination Mechanism (GCM), which is the UN group responsible for the coordination of and policy advice on gender equality issues in the current UNDAF and future UNSDCF. UN Women is the Secretariat of the GCM. UN Women is also a principal partner in several outcome results groups in the UNDAF as well as a partner to several UN joint programmes.

## **About the Position**

With the enhanced role of UN Women as the leading agency on coordination and gender mainstreaming, including as Secretariat of the GCM, a strong, flexible and versatile coordination function within UN Women Country Office is required. This will be an important effort towards strengthened accountability for results for gender equality and women's empowerment, enhanced efficiencies, improved coherence, and joint action through better coordination between UN agencies, the government and development partners.

**Reporting to the Coordination Specialist and under the overarching guidance of the Country Representative**, the Coordination Analyst contributes to the effective management of UN Women's core mandate, for which the Country Office plays a critical function both within the UN system and the donor community in Tanzania. The Coordination Analyst will support the **Coordination Specialist**, Country Representative and the entire office in this essential role to liaise with UN agencies, donors, and other development stakeholders to push forward the gender equality and women's empowerment (GEWE) agenda in Tanzania.

## **III. JPO Programme Components**

**Title of Supervisor:** Coordination Specialist

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

- The JPO will receive structured guidance by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- JPO and supervisor will develop an annual workplan based on the initial assessment of the JPO's capability and strengthens, with clear results and performance indicators.
- JPO will receive mid-year and year-end performance feedback, the periodicity of feedback in between will be determined based on the degree to which the JPO can work independently.
- JPO will participate in regular team meetings and retreats to ensure alignment of individual workplan with the overall office workplan and priorities.

### **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 within the first 6 months of the assignment.
- JPO will be required to complete all UN Women mandatory online training courses including introductory courses on gender equality concept and programming approaches for UN staff, courses on sexual harassment, PSEA, ethics, HIV in the workplace and security.
- JPO will have 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.

- The JPO will take part in training activities that are planned for the office based on learning needs assessments conducted at the beginning of the year.
- JPO will also have the opportunity to participate in trainings workshops, seminars organized by the UN Women Regional Office and Head Quarters on coordination as opportunities for growth.
- JPO will also have the opportunity to participate in workshops/seminars organized by UN Women led projects and other national and international partners and attend regional and national conferences/workshops as a participant or speaker, with agreement of supervisor.
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide.
- A significant amount of the JPO's development will occur through guided experiences which take place during the assignment.

### **Learning components:**

Upon completion of the assignment, the JPO be able to articulate UN Women's coordination function and how it fits within the coordination functions of the UN system, explain the overall GEWE context of Tanzania, know the key gender statistics for this national context, understand the nature of programme management, appreciate the importance of programme monitoring and evaluation and results-based management, identify the key stakeholders on GEWE in Tanzania, improve skills in people/stakeholder management, acquire basic skills in resource mobilization for international development programming, and gain basic technical expertise across several of UN Women's global thematic areas.

### **IV. Functions**

Under the overall guidance of the Country Representative and direct supervision of the Coordination Specialist, and in close collaboration with the Deputy Representative, the Coordination Analyst will be responsible for the following:

1. Work closely with the Coordination Specialist, Country Representative and Resident Coordinators Office to assist in the delivery of the UNCT-SWAP Score Card, including the implementation of recommendations, documenting and sharing good practice and annual reporting.
2. Support the development and roll-out of a gender coordination strategy for the Tanzania Country Office, covering support for the implementation of the UNCT's commitments on GEWE in country and the UNCT Gender Coordination Mechanism.
3. Support macro-level government and donor gender coordination structures, including institutional capacity development and strategic planning.
4. Support capacity building trainings and briefings for relevant UNDP / UNSDCF management structures, including sensitizing UN Women, the Gender Coordination Mechanism, and other UN coordination bodies on key and emerging gender issues, including mainstreaming GEWE in the SDGs.

5. Actively participate in the regional and global UN Women Community of Practice of Interagency Coordination.
6. Support the Coordination Specialist to identify and lead UN joint programming opportunities to deliver on the UNDAP's / UNSDCF's GEWE commitments, including supporting the coordination of the development of joint programmes on GEWE.
7. Contribute to strengthening strategic partnerships and coordination for GEWE within the UN System and with external partners, including government and development partners.
8. Support documentation on best practices and lessons learnt for UN System-wide coordination.
9. Keep abreast with UN Women regional and HQ offices on developments related to UN Women's coordination mandate.
10. Contribute to the production of policy notes, briefs, including gender analysis of joint UN programming.
11. Participate in the various UNDAP/ UNSDCF Outcome Groups (OG) and ensure gender equality and women's rights are mainstreamed in OG processes and documents.
12. Contribute to joint UN and donor advocacy efforts for GEWE.
13. Support UN Women's function as the Secretariat for the PSEA Network.
14. Support UN Women's function as the Secretariat for the UN Gender Coordination Mechanism.

## **V. Key Performance Indicators**

- Timely and quality implementation of Coordination activities against set workplans, timelines and budgets, in line with the AWP and SP.
- Quality and timely reporting.
- Strong and effective coordination and relationships with partners and stakeholders.
- Regular and timely monitoring of activities.
- Timely and quality implementation of advocacy events in line with workplan.
- Enhanced best practices and lessons learned documented and circulated.

## **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

### **Functional Competencies:**

- Strong coordination skills, programme formulation, planning, implementation, monitoring and evaluation skills
- Strong budget and finance management skills
- Strong knowledge of Results Based Management
- Ability to synthesize program performance data and produce analytical reports to inform management and strategic decision-making
- Strong analytical skills
- Good knowledge of gender equality and women empowerment

## **VII. Recruitment Qualifications**

### **Education and certification:**

- **Master's degree** in social sciences, human rights, gender/women's studies, international development, or a related field is required.
- A project/programme management certification would be an added advantage.

### **Experience:**

- At least 2 years of progressively responsible experience in international/regional organizations in gender mainstreaming and coordination.
- Experience with mainstreaming gender equality and women's rights in international development programming.
- Experience in providing capacity building training on gender equality to UN, government partners, and CSOs.
- Familiarity of gender equality coordination issues and mechanisms in Tanzania is an asset.
- Experience in resource mobilization for gender equality and women's empowerment.
- Prior experience in the UN System is an asset.

**Language Requirements:**

- Fluency in English, both oral and written, is required.
- Proficiency in other UN languages is an advantage
- Knowledge of Swahili is an asset

**Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO) unter Angabe der Chiffre Nr. 2023-1-30 auf dem Bewerbungsbogen**

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