TERMS OF REFERENCE

Junior Professional Officers Programme (JPO)

<table>
<thead>
<tr>
<th>Title:</th>
<th>Policy and Programme Analyst, Spotlight</th>
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<tbody>
<tr>
<td>Sector of Assignment:</td>
<td>Ending Violence Against Women</td>
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<tr>
<td>Organization/Office:</td>
<td>UN WOMEN</td>
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<td>Duty Station:</td>
<td>New York, USA</td>
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<tr>
<td>Duration of assignment:</td>
<td>2 years with possibility of extension for another year</td>
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  Please note that the extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance. |
| Work experience:            | Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant internships are counted if they are remunerated. It should be a regular salary. The salary may be low, but a token payment is not considered a salary in this regard. If a doctorate/scholarship is relevant for the position and remunerated, it can be included as work experience. |

II. Supervision:

<table>
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<tr>
<th>Title of Supervisor:</th>
<th>Policy Specialist Institutional Change</th>
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<tr>
<td>Content and methodology of supervision:</td>
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</table>
  • 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. |
III. Duties, Responsibilities and Output Expectations:

The junior professional officer based with UN Women’s EVAW section and will be tasked with providing support to UN Women country and regional offices in the successful implementation of Spotlight programmes as follows:

**Contribute technically to the development of support strategies for programme implementation of UN Women’s components of the Spotlight Initiative at the country and regional levels**
- Provide substantive inputs to support improvement of implementation strategies at country and regional level;
- Support the organizing and conceptualization of capacity building and trainings for country and regional offices, as needed;
- Support in the management of the roster of EVAW experts to support UN Women COs in sourcing relevant technical expertise for their programme implementation;
- Identify areas for support and intervention related to the programmes in the field and the support role that HQ can play;
- Support in the development and implementation of an action plan to meet UN Women’s commitments to reach and enhance the capacity of grassroots women’s organizations and facilitate exchanges and lessons learned across countries. This plan will include ensuring linkages with the work that the UN Trust Fund to End Violence Against Women and the Women Peace and Humanitarian Fund are doing through Spotlight.

**Provide substantive technical support to the oversight of the implementation and management of the Spotlight programmes**
- Provide support and ensure alignment of Spotlight Initiative in the annual workplans and budgets;
- Support the monitoring of delivery rates and developing strategies for accelerating programme implementation;
- Maintain a regular repository of information for analysis and consolidation.

**Provide technical inputs to the monitoring and reporting of the programme/project**
- Monitor progress of implementation of activities and finances using results-based management tools;
- Draft reports on monitoring missions, programme results, outputs and outcomes;

**Provide technical support to inter-agency coordination on ending violence against women and girls to achieve coherence and alignment of UN Women programmes with other partners at global level**
- Provide substantive technical support to the EVAW team on inter-agency coordination related activities by drafting background reports and briefs;
- Support in strengthening collaboration with sister UN agencies in these joint efforts.

**Provide substantive inputs to advocacy, knowledge building and communication efforts**
- Develop background documents, briefs and presentations related to ending violence against women and girls;
- Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products;
- Provide support in the development and implementation of the knowledge management plan and facilitate knowledge sharing, monitoring of results, among others.

**Other duties as assigned by the supervisor or chief of the section.**
IV. Qualifications and Experience:

Education:
- 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 advantage.

Work Experience:
- A minimum of 2 years of paid working experience in programme development, project implementation, project management, coordination, monitoring and evaluation, donor reporting and capacity building;
- Experience in ending violence against women and gender equality and human rights;
- Experience coordinating and liaising with government agencies and/or donors is an asset.

Language:
- Fluency in English is required;
- Knowledge of another UN language is desirable.

Key competencies of the assignment:

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
- Good programme formulation, implementation, monitoring and evaluation skills
- Good knowledge of Results Based Management
- Good understanding of the project/programme cycle
- Ability to synthesize and provide relevant information adapted to different audiences
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Good knowledge of technical area
- Ability to identify and analyze trends, opportunities and threats
V. Training and Learning Expectations:

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, 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 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.
- While the position would be based in New York, the person would have the opportunity to conduct field missions in support of country and regional offices. This would enhance the candidate’s experience and learning of programmes in the field and their linkages with global level policy and normative work.

Learning elements:

Upon completion of this assignment the JPO will have very good knowledge of the best practices and latest evidence on violence against women and girls; they will have a good understanding of the key elements of programme management, knowledge management and monitoring and reporting. In addition, the candidate will be exposed to interagency collaboration and mechanisms to strengthen it.

VI. Background Information:

UN Women is the UN organization dedicated to gender equality and the empowerment of women. UN Women supports UN Member States as they set global standards for achieving gender equality and works with governments and civil society to design laws, policies, programmes and services needed to ensure that the standards are effectively implemented and truly benefit women and girls worldwide. It works globally to make the vision of the Sustainable Development Goals a reality for women and girls and stands behind women’s equal participation in all aspects of life, focusing on four strategic priorities: 1) Women lead, participate in and benefit equally from governance systems, 2) Women have income security, decent work and economic autonomy, 3) All women and girls live a life free from all forms of violence and 4) Women and girls contribute to and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and humanitarian action. UN Women also coordinates and promotes the UN system’s work in advancing gender equality, and in all deliberations and agreements linked to the 2030 Agenda. The entity works to position gender equality as fundamental to the Sustainable Development Goals, and a more inclusive world.
The Spotlight Initiative has been designed by the UN and EU as a global financing mechanism in support of the implementation of the SDGs mainly Goal 5 and Goal 16. The Initiative contributes to accelerating the realignment of the United Nations development system with the 2030 Agenda, and enable critical system-wide capacities that can lead to more impactful and synergetic support by the UN country team in line with the UN System-Wide Strategic document. The Spotlight Initiative provides a unique opportunity to demonstrate that a significant investment in gender equality, backed by expertise, a comprehensive theory of change and strong partnerships, can make a transformative difference in the lives of women and girls, as well as contribute to the achievement of all the SDGs. UN Women, UNDP and UNFPA, as core agencies, along civil society, will provide technical support in the design and implementation of activities, under the leadership and supervision of the EOSG. UN Women as the technical and normative lead on gender equality and women's empowerment in the UN System, houses the Technical Unit of the Spotlight Secretariat.

At country level, UN Women is implementing key components of the country programmes, and in many countries has been designated as the Technical Coherence Lead agency to guide the UN system in the implementation of the country programmes. In this context, UN Women’s Ending Violence Against Women (EVAW) Section in New York provides daily support to country and regional offices to accelerate implementation, deliver results, document lessons learned and build the evidence of what works and what doesn’t in different contexts addressing violence against women and girls.

Bitte senden Sie Ihre Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO). Bewerbungsformalitäten unter www.bfio.de, Stichwort: Junior Professional Officer (JPO)