

## **2. A. General Information**

**JPO functional title:** Programme Analyst, Gender

**Main sector of assignment:** Gender Equality, Gender Based Violence Prevention and Mitigation

**Duty Station:** Dhaka, Bangladesh

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

## **B. Supervision**

**Title/Level of Supervisor:** Deputy Representative, P-5

## **C. Information for Donor Consideration**

1. How could the work experience in your particular work unit and the proposed ToR benefit the JPO's possible retention and career advancement in the UN System or UNFPA?  
The JPO will collaborate with colleagues in the team to support the development of a comprehensive Gender-Based Violence (GBV) program grounded in the Essential Services Package for Gender-Based Violence. Additionally, the JPO will gain hands-on experience in planning, implementing, and monitoring existing GBV initiatives, as well as supporting GBV mainstreaming across the office. This role will provide extensive involvement in UNFPA's key mandate in the gender area, fostering a solid understanding of the UN system's work in a developing context and the humanitarian field, thus advancing the JPO's professional experience significantly.
2. Does the supervisor have experience managing and coaching a young professional, and for how many years?  
Yes, the supervisor, as the deputy representative, brings extensive experience with UNFPA, including over 10 years in managerial roles.
3. Is the work unit expected to undergo a realignment or currently in the process of realignment?  
No, the JPO will be based in the Dhaka office, and a realignment is concluding in the sub-office Cox's Bazar, which will not impact the Dhaka office.
4. Subject to satisfactory performance, could the work unit co-fund (50-50) the JPO post in the final year of assignment?  
Subject to satisfactory performance, the Country Office is open to considering co-funding the JPO post in the final year of assignment, contingent upon the availability of funding.
5. How many P-2, P-3, and P-4 posts does the work unit currently have?  
The Dhaka office currently has approximately eight international posts ranging from P-2 to P-4, with some positions currently being recruited for.

## **D. Duties and Responsibilities**

Gender Equality is one of the four pillars of UNFPA Bangladesh's programme, along with Sexual and Reproductive Health and Rights, Adolescents and Youth, and Population, Planning and Research. The JPO will be based in the Gender Unit at the Country Office, Dhaka. Under the overall supervision by the Chief of Gender Unit as well as the Deputy Representative, the JPO will be responsible for supporting the planning, implementation, monitoring and results reporting of UNFPA Bangladesh's Gender projects, operating both in Dhaka and in the districts.

UNFPA Bangladesh is currently undertaking a large nationwide survey on violence against women, which will provide extensive data on the scope of the problem and its characteristics: what types of violence are most prevalent, what services are most challenging for survivors to access, and how well does the overall system respond to the needs of GBV survivors. These results will give rich insight for developing programmes to prevent and respond to GBV.

The JPO will work with colleagues in the team to support the development of a comprehensive GBV programme grounded in the Essential Services Package for Gender-based violence. The JPO will also work on planning, implementation, and monitoring of existing GBV initiatives, and on supporting GBV mainstreaming across the office.

### **Task Description**

The JPO Gender will be based in the Gender Unit of UNDP Country Office in Dhaka, s/he will undertake the following tasks:

#### **Programme development**

- Support the development of comprehensive programming on gender-based violence prevention and response, by analyzing data, staying on top of the latest research on ‘ what works’ in GBV prevention and response;
- Mapping donor interests around Gender programming and GBV prevention and response; identifying and acting on opportunities for funding
- Taking the lead on articulation of concept notes and proposals for donors, in close collaboration with colleagues
- Representing UNFPA in coordination for a, including UN coordination groups and thematic groups with partners and donors
- Supporting the integration of GBV programming into cross-sectoral programme planning and proposals

#### **Effective programme and project management:**

- Provide the Gender Unit and field officers with programmatic and operational support for planning, coordination, implementation, monitoring and reporting of all UNFPA-supported Gender programme and project strategies and interventions.
- Analyze the progress of project implementation, identify constraints and gaps in implementation and recommend appropriate responses for further action by the Country Office
- Regularly update on the status of the budget expenditure
- Organize, manage and prepare proposed results for meetings with government, UN agencies and donors on gender issues critical for UNFPA, including quarter review meeting, annual review meeting, etc
- Help coordinate with Implementing partners to ensure the preparation of work plans, budgets, monitoring reports, project presentations, and other documents and correspondence;

#### **Monitoring and Evaluation:**

- Provide technical support to the planning and implementation of monitoring activities (periodical meetings, annual reviews, etc) among implementing partners and stakeholders to gather up-to-date, relevant and strategic information on the status of programme implementation
- Provide support to ensure that monitoring system is in place in the UNFPA gender projects and that key indicators are regularly tracked, analyzed and reported to the Country Office to guide their programme management decisions

#### **Advocacy, knowledge management, and partnership building:**

- Identify and synthesize best practices and lessons learned linked to gender projects
- Use identified good practices, contribute to knowledge networks and communities of practice
- Maintain close liaison with development partners and stakeholders including NGO/CBO/CSO, academia and private sector

#### **Other corporate tasks:**

- Actively participate in UNFPA humanitarian assistance in time of emergency, particularly to address gender issues including GBV, during and in the aftermath of emergencies.
- Support, organize and participate in missions and training of UNFPA, donors, government officials, and media to highlight the gender issues
- Any other relevant activities/responsibilities as assigned by the Representative and/or Deputy Representative.

#### **E. Qualifications and Experience**

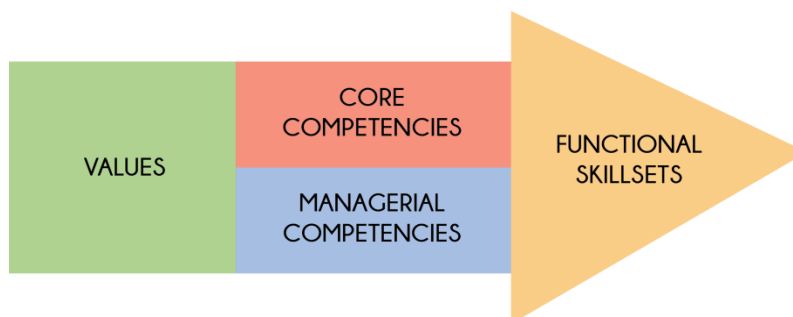
- Postgraduate degree in social sciences, gender studies, social work, law, international development, or related fields.
- At least 2 years of experience in working on gender equality, gender-based violence, women empowerment, youth empowerment or related fields. Previous experience in working directly with women, adolescents and/or young people would be an added advantage.
- Prior experience in developing countries is an asset.
- Fluency in English. Ability to write clearly and concisely.
- Good analytical, report writing and communication skills.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

#### **F. Learning Elements**

Upon completion of the two-year assignment, the JPO will be able to:

- Understand the collaborative activities undertaken in the UN system
- Understand the programme and operations policies and procedures in the UN / UNFPA
- Understand linkages among various initiatives of UNFPA
- Understand the capacity building challenges in developing countries

#### **G. Required Competencies**



**Values:** Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change.

**Core Competencies:** Achieving results, Being accountable, Developing and applying professional expertise/business acumen, Thinking analytically and strategically, Working in teams/managing ourselves and our relationships, Communicating for impact

#### **Functional Skill Set:**

- Facilitating and delivering quality results-based programme and projects.
- Advancing policy-oriented agenda.
- Leveraging the resources of National Governments and Partners/building strategic alliances and partnership.
- Internal and external communication and advocacy for resource mobilization.
- Strategically positioning UNFPA priorities and programme/projects;
- Providing conceptual innovation to support programmatic/operational effectiveness and efficiency;
- Generating, managing and promoting the use of knowledge and information.

- Strengthening the programming and operational capacity of the Country Office;
- Generating, managing and promoting the use of knowledge, evidence and information.

## **H. Background Information**

### **Information on the receiving office:**

**Family / Non-family Duty Station – means that you are not allowed to bring any family members:**

Family Duty Station

### **Living conditions at the Duty Station:**

The capital city Dhaka of Bangladesh is a family duty station. The average annual temperature in Dhaka is 26.1 °C. The highest average temperature is 34 °C in April and the lowest is 14 °C (57 °F) in December. Nearly 80% of the annual rainfall of 1,854 mm occurs between May and September. Power outages are common at any time of the day without prior announcement. There is adequate access to schools, health facilities and decent accommodation cleared by the United Nations Department of Safety and Security (UNDSS) such as hotels, guesthouses, and apartments. There are plenty of restaurants and shops in Dhaka's residential and commercial areas, a majority of which have been cleared by UNDSS.

There are taxis and other local means of transportation, but Dhaka is known for traffic congestion. UNFPA provides shuttle service that JPOs can utilize to commute from their residence in the diplomatic zone to UNFPA Offices in IDB Bhaban and Gulshan. JPOs based in Dhaka will live in the diplomatic zones of Banani, Gulshan or Baridhara areas where supermarkets, hotels and clubs are easily accessible for expatriates.