



## UNITED NATIONS CHILDREN'S FUND JPO Request Form



(Girls from Kazakhstan, Uzbekistan, Kyrgyzstan, Girls' UniSat Nanosatellite Programme )

### Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York.
- ✓ Guidance and advice in relation to training opportunities within the field of expertise.
- ✓ Use of yearly JPO training funds for internal/external training opportunities.
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes.
- ✓ Field mission and/or stretch assignment during and after the 2<sup>nd</sup> year

In addition, the JPO will benefit from the following specific learning and professional opportunities in the receiving office:

- ✓ The position is hosted by the Europe and Central Asia Regional Office, that covers 23+ countries in the region and the position is housed within the Gender Equality team.
- ✓ Gender Equality is a key principle across all UNICEF programming and at the operational level as an enabling strategy within UNICEF and the wider UN Common System, to deliver programmes that are gender transformative and addressing the structural barriers to gender equality, hence there is

wider opportunity to be engaged across multiple sectors in health, education, protection etc and learning across development and humanitarian issues.

- ✓ The region also responds to multiple humanitarian and refugee crisis including the Ukraine response and leverages joint interagency UN programming- which are areas for learning and growth
- ✓ The opportunity to learn and be exposed to the wider work of UNICEF and inter-agency humanitarian coordination mechanism, in a complex environment.
- ✓ Experience working in one of the largest UNICEF regional offices globally
- ✓ Mentoring and peer-to-peer learning opportunities will be encouraged

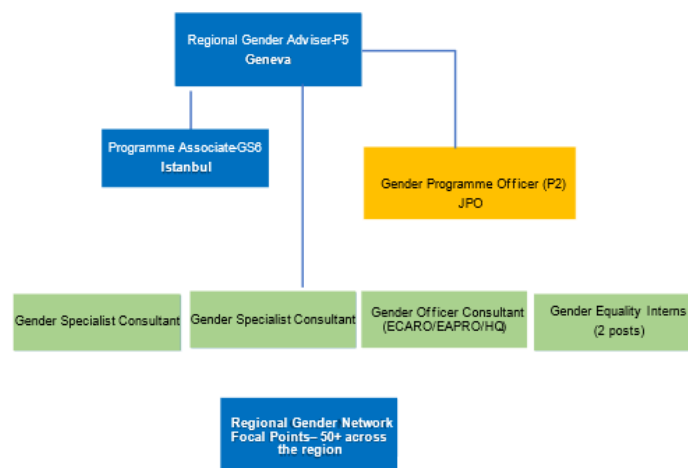
#### **Potential for retention:**

UNICEF has prioritized gender equality across all aspects of its programme and institutional standards and in this regard as per a defined staffing guidance on gender, there are efforts across the agency to strengthen the gender network of specialists and focal persons as well as sectoral gender specialists. The work of the gender section in ECA region is growing and based on resources that may become available and with the support of donors who uphold a strong gender equality agenda, there could be potential for retaining the skill sets of high performing JPOs as per their performance evaluations and fund availability.

#### **Reporting line of the JPO**

The JPO reports to the Regional Gender Adviser (P5)

##### **UNICEF ECARO Gender Section**



#### **Profile of the Regional Gender Adviser (Supervisor):**

The Regional Adviser has 21 years' experience leading diverse teams bringing both managerial and supervisory experience. In these years of experience, often serving as the first point of contact for teams and colleagues, the supervisor has vast experience guiding, coaching, and mentoring of team members to harness and define their individual and team skills, identifying their strengths and weaknesses and supporting a career trajectory with learning

goals, and in defining a collective team value add, assisting and overseeing performance. In the current role, the supervisor also supports as a mentor for the regional gender network and is also the chairperson of the regional staff association handling multiple requests from staff members on their career aspirations, helping colleagues navigate the resources, learnings and pathways within the agency. The supervisor also currently manages two interns and supports their learning goals, mentoring them with their future aspirations and career interests. As a part of the International UN community in Geneva, the supervisor is also often approached by students from the Graduate School in Geneva for informal guidance on career pathways into the UN system and how to navigate specific learnings and workstreams in this regard. The supervisor also has 10 years' experience managing JPOs and guiding and helping JPOs to transition into long term international development career pathways.

With 21 years international development experience covering South Asia, Europe and Central Asia, Southeast Asia and African regions, UNICEF's Regional Gender Adviser is based in Geneva, Switzerland, leading and advising 23+ countries in the Europe and Central Asia region towards the integration of gender in all aspects of UNICEF' work across Adolescent Health and Nutrition, Girls Education and Skills, GBV in Refugee Migrant Response and Child Protection, Social Policy, Early Childhood Development, Addressing Gender Socialization, Responsive Parenting, Harmful Norms and Practices, as well as enhancing UNICEF's institutional accountability, strategic leadership, programme planning, leveraging partnerships and evidence generation to advance gender equality outcomes.

She has also worked for UNICEF in South Asia as Senior Regional Gender Adviser and prior to joining UNICEF held various senior management leadership positions in Afghanistan for several years leading the organizational restructuring and reform of the Afghanistan Ministry of Women's Affairs, support to implementation of the 22 National Development Strategies in Afghanistan for Governance, Economic Growth and Poverty Reduction, managing Access to Justice, Women's Safe Shelters, Girls Education and Women Empowerment initiatives across the country. She also served as the Colombo Plan's first Director for Gender Affairs covering support to 26 member states of the Colombo Plan Secretariat in South Asia, East Asia and Pacific and served as its Head of Mission for Afghanistan.

Under the Regional Gender Adviser's leadership, the UNICEF Gender Section with a programme associate and team of expert technical consultants on gender, and close to 50 Gender Focal Points in the ECA region ensures the implementation of UNICEF's overall regional vision on gender equality, and inclusion, and enhances transformative at scale programmatic and institutional interventions across UNICEF's work.

The region has been leveraging across UNICEF's gender portfolio a targeted focus on advancing girls skills, STEM and digital interventions, positive gender socialization and norms, gender transformative parenting and gender integration in Ukraine refugee response and emergencies among other areas.



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Gender Programme Officer  
Supervisor Title/ Level: Regional Gender Advisor (P5)  
Organizational Unit: ECARO Gender Section  
Post Location: TBC - Geneva, (Switzerland) / Istanbul, (Turkiye)

Job Level: P2  
Job Profile No.:  
Job Classification Level:

### II. Strategic Office Context and Purpose for the Job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

The commitment of UNICEF to an equal future for all girls and boys recognizes that promoting Gender Equality and the empowerment of women and girls is central to achieving the Sustainable Development Goals (SDGs). The UNICEF Gender Action Plan (GAP), 2022–2025, operationalizes the UNICEF Gender Policy, 2021–2030, by specifying how UNICEF will promote gender equality across its programmes and workplaces. It affirms that promoting gender equality and the empowerment of women and girls is the responsibility of everyone, regardless of organizational role. The GAP elaborates the steps required to accelerate progress on gender equality across the five Goal Areas of the UNICEF Strategic Plan, 2022–2025, as well as within institutional systems and processes, with clear indicators and monitoring mechanisms to track change.

### **Strategic Office Context**

UNICEF Regional Office for Europe and Central Asia (ECARO) supports 23 country offices in the region and has its primary operating base from Geneva, Switzerland with regional bureaux in Istanbul, Almaty, Budapest, Rome and refugee response offices in Hungary, Poland, Czech Republic and Slovakia.

A small regional Gender team is based in Geneva and Istanbul for the coordination of UNICEF's role in the region and technical support to the country offices. In addition, there are 50+ Gender focal points in country offices across the region.

In alignment with the UNICEF Regional Office Management Plan 2022-2025 (ROMP) and Global Gender Action Plan (2022-2025), the Gender Section aims to deliver gender transformative results, undertake gender-responsive systems strengthening and engage in long-term transformation of harmful gender norms, promote and protect girls' rights and support sector-wide, approaches to gender equality results.

The JPO will therefore support UNICEF ECARO's technical assistance and oversight on gender equality work in the region in both development and humanitarian contexts such as in the Ukraine refugee response, while also supporting to leverage knowledge exchange and learnings across the region on gender transformative programming, collaboration with internal and external partners on planning for the implementation of the gender equality goals and targets.

### **Purpose for the Job**

The JPO will be part of the Gender Team in UNICEF ECARO reporting directly to the Regional Gender Advisor (RGA) and Team Lead. She or he will work in close collaboration with all sectors and contribute to the overall mainstreaming and reporting on gender targets across all UNICEF's Goal Areas.

The purpose of the role is to support the ECARO Gender team to accelerate gender transformative results and priorities across the region. Based on global guidance and the priorities of the region, the post holder will do this by (a) providing agile technical assistance to country teams on how to deliver Gender transformative results in an integrated manner across country programmes, (b) developing /adapting regional tools, resources and processes to facilitate monitoring of the implementation of programmatic and institutional GAP priorities across the region, (c) consolidating and supporting the regional Gender community of practice through the Regional Gender Network, and (d) supporting the development of and resource mobilization for innovative regional and country specific Gender Equality initiatives.

<b>III. Key functions, Accountabilities and Related Duties/tasks:</b>	
	<ul style="list-style-type: none"> <li>a) Provide agile technical assistance to country teams on how to deliver Gender transformative results in an integrated manner across country programmes.</li> <li>b) Develop regional tools, resources, and processes to facilitate monitoring of the implementation of programmatic and institutional GAP priorities across ECA region.</li> <li>c) Support the regional Gender community of practice through the Regional Gender Network.</li> <li>d) Support the development of and resource mobilization for innovative regional and country specific Gender Equality initiatives.</li> </ul>
<b>a)</b>	<p><b>Provide agile technical assistance to country teams on how to deliver Gender transformative results in an integrated manner across country programmes</b></p> <ul style="list-style-type: none"> <li>• Advise country teams on how to best integrate gender equality results and gender transformative approaches in programmes, projects, policy initiatives, proposals, project reports and M&amp;E systems.</li> <li>• Support Gender focal points in their technical interactions with other sectoral colleagues, promoting Gender mainstreaming across programming.</li> <li>• Support country teams to commission and undertake and follow up on Gender Programmatic Reviews and implementation of CO Gender Action Plans.</li> <li>• Support regional Gender team members to review and provide technical feedback on key country level programme documents, such as SMRs, CPDs, COARs, HACs, etc. to ensure an integrated approach to Gender Equality in programming and implementation.</li> </ul>
<b>b)</b>	<p><b>Develop regional tools, resources and processes to facilitate monitoring of the implementation of programmatic and institutional GAP priorities across ECA Region</b></p> <ul style="list-style-type: none"> <li>• Be the Gender team's research and data focal point, collaborating with all other sectors on the generation of Gender Equality data and evidence.</li> <li>• Work closely with ECARO planning and monitoring team to ensure consistent and accurate use of Gender Equality markers, tags and indicators across country offices in the region.</li> <li>• Drawing on existing programme monitoring information and enhance knowledge management across the UNICEF ECARO Gender SharePoint with information about country offices' progress towards achieving GAP-related programme and institutional targets.</li> <li>• Prepare periodic updates on progress against GAP indicators and other institutional benchmarks for relevant regional and country level meetings.</li> <li>• Support the RGA in preparing relevant GAP monitoring briefs and presentations for regional and global Gender Equality Steering Committee meetings.</li> </ul>
<b>c)</b>	<p><b>Consolidate and Support a regional Gender community of practice through the Regional Gender Network</b></p> <ul style="list-style-type: none"> <li>• Develop a regional Gender 'community of practice' by establishing and maintaining an active Teams Channel for the Regional Gender Network, and supporting a lively exchange of resources, tools, information through this channel.</li> <li>• Maintain the regional SharePoint site where relevant Gender resources and information are available for country offices and focal points.</li> <li>• Support documentation, including country-level experiences in gender programming, and lessons learned to be shared across a variety of channels.</li> <li>• Support the organization of Regional Gender Network meetings once a year (virtual in person) with regular online learning series.</li> <li>• Initiate and oversee the translation of key global/regional Gender documents into Russian and other required languages, to promote cross-fertilization and learning between countries.</li> <li>• Support the RGA as required with the joint regional initiatives across UN sister agencies and with the Regional Issue Based Coalition on Gender and Regional Gender task Force for Ukraine refugee response</li> <li>• Technical support to gender in humanitarian work within the Ukraine refugee response interventions with the 4 Response offices in the region, as well as on the broader gender in emergencies work across the region</li> </ul>
<b>d)</b>	<p><b>Support the development of and resource mobilization for innovative regional Gender Equality initiatives</b></p> <ul style="list-style-type: none"> <li>• Provide inputs to innovation, partnerships, and resource mobilization strategies.</li> </ul>

- Support the identification of good scalable models on gender in innovation and share with different networks.
- Support the establishment of partnerships with women-led organizations and girls 'networks and movements, gender influencers from the region.
- Be the communications focal point in the Gender Team, collaborating with the regional communications team to strategically communicate Gender Equality messages around key annual dates and events.
- Generate resource mobilization plans for regional initiatives such as STEM4ALL and Girls Skills

#### IV. Impact of Results

By working with and within the UNICEF ECARO Gender Team, the post holder will contribute to the implementation of the GAP across ECA region, supporting the adoption of a Gender Transformative approach across all of UNICEF's targeted Gender Equality priorities in the region. A key contribution of the post holder will be to support the regional team to support other regional sectoral teams, as well as country offices, to deliver on the GAP's ambitious targets, as well as ensuring accountability targets are met in programmatic and institutional commitments. The postholder will also ensure support to Ukraine refugee response interventions with the 4 Response offices in the region.

#### V. Competencies and Level of Proficiency Required

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

##### Core competencies skills

- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

#### VI. Recruitment Qualifications

Education:	A university degree in the following fields is required: Women Studies, Social Sciences, Development studies, International Law, Humanitarian Law, Anthropology, or another relevant technical field.
Experience:	A minimum of three years of professional experience in one or more of the following areas: gender programming, social development and inclusion programming, communication, public advocacy, planning, monitoring and evaluation, research or another related area.

	Relevant experience in a UN system agency or organization is considered as an asset.
Language Requirements:	Fluency in English is required. Knowledge of French, Russian is an asset.