



## UNITED NATIONS CHILDREN'S FUND JPO Request Form



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### 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;
- ✓ Encourage 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 opportunities in the receiving office:  
Access to UNICEF Gender Pro online training and IINEE online training on gender equality in education in emergencies and protracted crisis and a selection of gender equality, GBV and education in emergencies trainings on UNICEF's AGORA platform.

In terms of career prospect the JPO will be in a good position to apply within UNICEF and with other actors such as UN agencies (UN Women, UNFPA,...) and other actors such as INGOs in the field of Gender Equality and Social Inclusion in humanitarian Crisis and protracted crisis as well as in the field of education in emergencies.

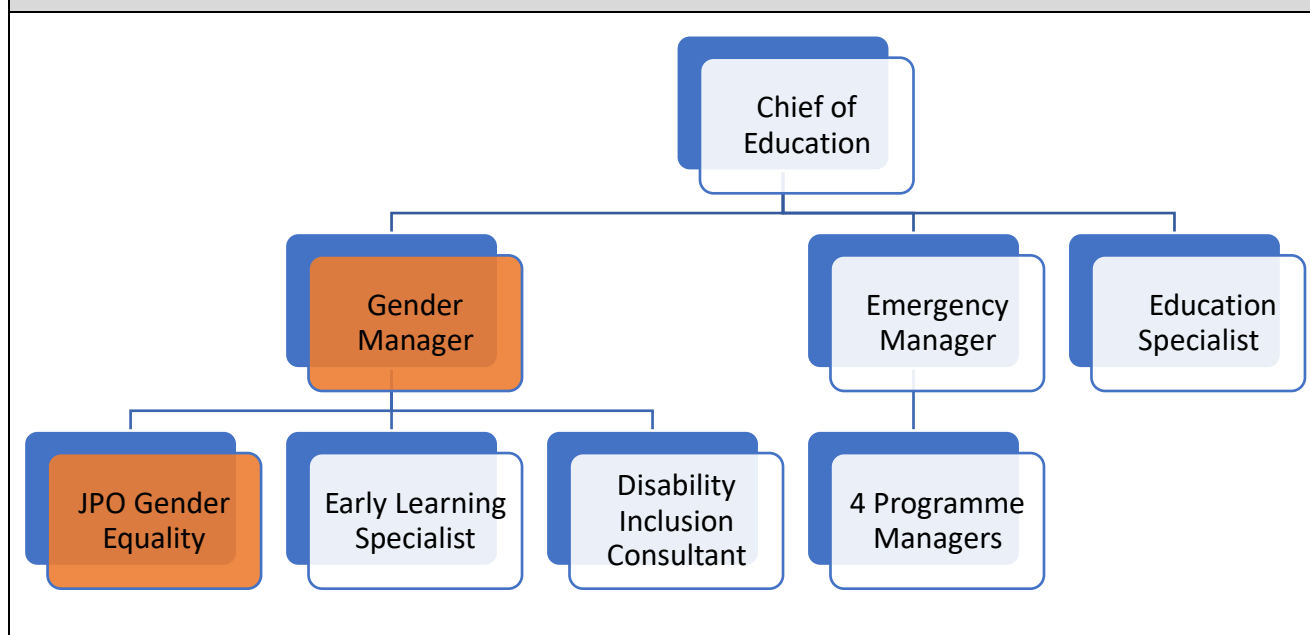
As a former JPO with UNICEF herself (2008-2009), the supervisor of this JPO role is well aware of the mentoring role she can play to support the JPO in their career development. She has previously managed technical teams and is now managing the Gender and Inclusion workstream within the Education team.

### Information and living condition of Duty station: [For Filed Office locations only]

General Information	
Security	

Housing	<p>Please provide information on housing at the duty station.</p> <p><i>e.g. Different types of long-term accommodation are available in Nairobi: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. Advertisements of rental opportunities are also posted at UNON Bulletin Board: <a href="http://www.unon.org/motd">http://www.unon.org/motd</a></i></p>
Schools & Childcare	<p>Please share information on Schools and Childcare at the duty station.</p> <p><i>e.g. Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes (sometimes even a nursery) for younger kids. It is advisable to ask your embassy in Nairobi which schools your compatriots prefer for their kids.</i></p>
Work for spouses & partners	<p>Please share information available opportunities for Work for spouses and partners.</p> <p><i>e.g. Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organisation.</i></p>

**Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]**



\*\*\*You may use the GJP or use the Specific JD for the below sections\*\*\*



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Gender Equality Officer  
Supervisor Title/ Level: Gender Manager  
Organizational Unit: Education Cannot Wait  
Post Location: Geneva, Switzerland

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.*

Education Cannot Wait (ECW) is the first global multilateral fund dedicated to supporting education for children and youth in countries affected by wars, disasters, and crises. It was launched at the World Humanitarian Summit in 2016 by a broad coalition of international aid agencies and public and private donors to usher in faster and more sustainable education responses in crises settings. ECW inspires political commitment to financing education in humanitarian contexts, catalyzes financial resources, facilitates joint programming between humanitarian and development actors, empowers local partners and seeks to strengthen quality and accountability.

ECW is hosted by UNICEF. ECW is administered under UNICEF's financial, human resources and administrative rules and regulations, while operations are run by the Fund's own independent governance structure that provides strategic guidance and oversight to its investments. ECW's day-to-day activities are carried out by a Secretariat under the direction of the Education Cannot Wait Executive Director.

#### **Strategic office context:**

The Education team at ECW Secretariat is seeking donor support for the funding of a JPO position for 2024-2026 that will provide critical support for the accelerated implementation of the current gender equality commitments outlined in the Strategic Plan 2023-2026 and its accompanying Gender Policy and Accountability Framework. The JPO will work closely with the Gender Manager to ensure gender equality is fully integrated into ECW's investments, partnerships, and organizational fitness. The JPO position will provide support for internal coordination within the ECW Secretariat, particularly with the M&E, Comms and Advocacy, Operations, Grants Management, and Finance teams as well as with external actors as needed. Overall, the funding of this position will provide support for the organization's strengthened commitment to the promotion of gender equality and the

empowerment of women and girls in and through education in emergencies and protracted crisis as part of its core mandate.

**Purpose for the job:**

Under the direct supervisor of the Gender Manager (P4), the JPO will be responsible for the following key functions/accountabilities: support monitoring progress and reporting on gender equality and empowerment of women and girls in ECW-supported investments; support consolidating evidence and knowledge management on gender equality and empowerment of women and girls elicited from ECW-supported investments; support ECW's advocacy and resource mobilization efforts with regards to gender equality and empowerment of women and girls to, in, and through education in emergencies and protracted crisis.

### **III. Key functions, accountabilities and related duties/tasks:**

1. *Support monitoring progress and reporting with a focus on gender and equity-related area*
2. *Support consolidating evidence and knowledge management on gender and equity-related area*
3. *Support advocacy and resource mobilization work with a focus on gender and equity-related area*

**1. Support monitoring progress and reporting with a focus on gender and equity-related area**

- *Work closely with the Monitoring Manager, M&E interns and the Gender Manager to update the M&E tracking tool for the annual results report to ensure qualitative gender data will be extracted from the annual reports*
- *Work closely with the Gender Manager and the ICT Manager to update the Gender dashboard*
- *Support the Gender Manager to analyse the Protection, Gender, and Inclusion trends in FERs and MYRPs based on the PGI self-assessment checklist review and in the rollout the scorecard system for the Gender Policy and Accountability Framework*

**2. Support consolidating evidence and knowledge management on gender and equity-related area**

- *Work closely with the Gender Manager and Monitoring and Evaluation Managers to rollout the evaluation of the Gender Policy and organizational evaluations and integration of Gender Equality in the next Strategic Plan*
- *Regularly liaise with GLOs to identify human interest stories and good practices in supported-MYRPs.*
- *Develop briefs and factsheets on gender responsive and gender transformative investments supported by ECW.*

**3. Support advocacy and resource mobilization work with a focus on gender and equity-related area**

- *Draft talking points and briefings on ECW's work to advance gender equality for Senior Management as needed*
- *Support the planning of learning and planning events on gender equality as per the Acceleration Facility partnerships.*
- *Liaise with Comms and Advocacy team, Gender Manager as well as ECW's Gender Reference Group and other partners to plan for gender equality related campaigns such as International Women's Day, International Day of the Girl Child, 16 Days of Activism against GBV, International Day for LGBTQIA+ rights...*

### **IV. Impact of Results**

*The efficient and effective technical support provided to the development and implementation of gender equality initiatives and products directly impact on the ability of ECW to implement its commitments made in the Strategic Plan and Gender Policy & Accountability Framework. This in turn contributes to enhancing the ability of ECW to fulfill its mission to advance gender equality to, in, and through education in emergencies and protracted crisis through its investments.*

## V. Competencies and level of proficiency required

(Please base on UNICEF Competency Framework)

<b><u>Core Values attributes</u></b> <ul style="list-style-type: none"><li>• Care</li><li>• Respect</li><li>• Integrity</li><li>• Trust</li><li>• Accountability</li></ul> <b><u>Core competencies skills</u></b> (please make sure to adjust competency levels depending on supervisory responsibilities) <ul style="list-style-type: none"><li>• Nurtures, Leads and Manages People (1)</li><li>• Demonstrates Self Awareness and Ethical Awareness (2)</li><li>• Works Collaboratively with others (2)</li><li>• Builds and Maintains Partnerships (2)</li><li>• Innovates and Embraces Change (2)</li><li>• Thinks and Acts Strategically (2)</li><li>• Drives to achieve impactful results (2)</li><li>• Manages ambiguity and complexity (2)</li></ul>	<b><u>Functional Competencies</u></b> (please use GJP as reference): <ul style="list-style-type: none"><li>• Persuading and influencing (1)</li><li>• Applying technical expertise (1)</li><li>• Learning and researching (2)</li><li>• Planning and organizing (2)</li></ul>
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## VI. Recruitment Qualifications

Education:	Advanced university degree in one of the following fields is required: <i>education, gender equality, humanitarian assistance, international development, human rights, or another relevant technical field.</i>
Experience:	<i>A minimum of two years of professional experience in one or more of the following areas is required: education, gender equality, humanitarian assistance, international development, human rights, or another related area.</i>  <i>Relevant experience in a UN system agency or organization is considered as an asset.</i>
Language Requirements:	<i>Fluency in English is required. Knowledge of another official UN language is considered as an asset.</i>