

TERMS OF REFERENCE

Junior Professional Officers (JPO)

I. General Information:

Title:

Junior Professional Officer

Sector of Assignment:

Gender

Country:

Colombia

Location (city):

Bogota

Agency:

UNDP-UNIFEM

II. Supervision:

Title of Supervisor:

Regional Programme Director

Content and methodology of supervision:

The JPO will work in the programme section, under the supervision of the Regional Programme Director. The JPO will be directly supervised by the Peace and Security Programme Coordinator based in UNIFEM Colombia's Office. The JPO will closely work with the staff in Colombia in close cooperation with UNIFEM Andean Region Headquarters in Quito.

III. Duties, Responsibilities and Output Expectations:

Please include percentages for each duty:

35% Monitor projects already underway in the Colombian Office, including field visits.

25% Develop new proposals, prepare project documents and reports and provide feedback to Headquarters upon the request of the RPD and/or NPO.

15% Prepare and provide logistical support in seminars, panels, workshops and other events, and carry out follow-up duties and minutes preparation.

10% Follow up on counterpart relationships.

10% Act on behalf of UNIFEM in events that have been delegated by the Peace and Security Programme Coordinator

5% Permanent administrative and financial tasks concerning projects under her responsibility.

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's Degree (or equivalent: copy of a complete university transcript will be accepted if degree not yet awarded) in Gender, Development Studies, Political

Science, Sociology, Anthropology or other related social science (gender knowledge is a must).

Work Experience (at least 1 to 2 years relevant work experience):

Preferably two years of relevant working experience in the areas of Human Rights and/or Gender and peace and security.

- Experience in governance and women's leadership and political participation.
- Experience in gender justice and gender and conflict prevention is a plus.
- Experience in project formulation.
- Desirable working experience in the United Nations System.

Key Competencies of the assignment:

- Fluency in Spanish and English is a must
- Ability to work in a team as well as carry out tasks independently
- Good judgment and strategic analytical skills
- Excellent communication skills
- Good Knowledge about the context in Latin America's and /or countries in conflict.
- Ability to efficiently manage team-work
- Professionalism, maturity and responsibility
- Willingness to travel to countries within the Andean Region
- Excellent writing skills in Spanish and English
- Strong computer skills

V. Learning Expectations:

Upon completion of the assignment, the JPO will have / be able to...

The JPO will gain substantive portion of her/his learning and training from hands-on work such as, inter alia:

- Attending events in representation of UNIFEM.
- Revising and evaluating of conceptual programme documents.
- Team brainstorming sessions to develop and carry out projects and activities.
- Carrying out monitoring and follow-up on specific projects.

Learning elements:

-Knowledge and programmatic skills in ensuring the exercise and fulfilment of women's human rights, especially relating to women's roles in peace and security, innovative strategies to ensure the political participation of women and mechanisms to engender governance in the Andean region (Colombia in particular).

-In-depth knowledge of the main gender debates in the Andean region as well as women's organizations' strategies and progress.

-A substantive knowledge of gender mainstreaming, both in government (national and local policies and programmes; national women's machineries, etc.) and in the UN System.

-The ability to analyze projects, programmes, studies and other documents from the gender perspective and consider mechanisms to introduce gender into these.

-The ability to appraise and prepare UNIFEM projects.

-The ability to prepare monitoring and assessment reports and other key programmatic documents.

-Negotiation and representation skills.

VI. Background Information:

UNIFEM's Office in Colombia depends on the Andean regional office which is located in Quito, Ecuador. In the context of Latin America's economic, social and political difficulties, UNIFEM-Andean Region fosters numerous opportunities to improve the conditions of Andean women and the fulfilment of their rights. In this environment, the position of JPO offers many rewarding challenges, both personal and professional.

The on-going conflict and post-conflict situations in Colombia imply that The UNIFEM Office in Colombia faces challenges related to the particular situation in the country.

The most significant programmes the JPO will be working on are:

Peace, justice and security in Colombia: Promoting women's rights in Peace Reconstruction Processes

The project aims at contributing to the process to realize the sustainable, equitable and democratic governance in Colombia through gender-mainstreaming in the peace and reconstruction processes. It consists of two components: (1) strengthening the State's response to the conflict by improving quality of data on the differential impact of the conflict on women through research and accountability process to collect and utilize sex-disaggregated information, develop and adapt gender indicators, and produce and disseminate media outputs; and (2) establishing prevention and protection mechanisms for women affected by conflict and gender based violence by incorporating women's rights and international commitments (Security Council Resolution 1325, CEDAW, Beijing Platform for Action) into the framework of official response mechanisms and policies. The project focuses on three areas: gender based violence, women's political participation, and the linkage between the human security agenda and women's human rights. The strategy includes: a) capacity building, b) advocacy, c) knowledge production and dissemination, and d) inter-agency strategic partnership and collaboration with international communities.

Joint Programme "Strategy for the prevention and eradication of all forms of gender based violence in Colombia", Spanish-UNDP Fund for the achievement of the MDG.

The Programme's general objective is to eradicate all forms of Gender Based Violence (GBV). Through a holistic strategy that develops initiatives structured in Phases: prevention, detection, registration, attention and monitoring and sanction of GBV. The programme will be implemented at the national and local level prioritizing, as a leading strategy, GBV visibility.

With the objective of achieving a significant and measurable impact on the issue, the Programme recognizes GBV multidimensionality and establishes an intersectorial and interinstitutional intervention strategy that takes into account human security and human rights approach. The strategies developed by the programme will focus on the legal framework and will systematically integrate GBV in politics, strategies and public budgets and will develop a legal framework

in line with international and national legal tools.

Strategies destined to social mobilization, the strengthening of capacities to service deliverers in order to provide attention to the survivors of GBV and guarantee their empowerment. Special attention will be given to empowerment of vulnerable groups as victims of all forms of GBV, displaced women, indigenous and afro communities, with the objective to reduce gender inequalities and overcome historical discriminations.

For more information, please visit: www.unifemandina.org and www.unifem.org.

Please attach Organigramme

[See it here...](#)

VII. Information About Living Conditions at the Duty Station:

Bogotá, the capital of Colombia is the largest and most populous city in the country, with 7,033,914 inhabitants (2007). Bogotá is located in the centre of the country, on the east of the Savannah of Bogotá (Sabana de Bogotá), a high plateau in the Andes mountains. Bogotá's altitude makes it the third-highest major city in the world after La Paz and Quito. The average temperature on the 'sabana' is 14.0°C , varying from -8°C to 28°C. Dry and rainy seasons alternate throughout the year.

Bogota has an international airport as well as extensive bus transportation to all parts of the country. Good medical and dental cares are available.