

## **TERMS OF REFERENCE Junior Professional Officers (JPO)**

### **I. General Information:**

Title:

Programme Officer

Sector of Assignment:

Gender

Country:

Ethiopia

Location (city):

Addis Ababa

Agency:

UNDP-UNIFEM

### **II. Supervision:**

Title of Supervisor:

UNIFEM Representative to African Union & UN Economic Commission for Africa

Content and methodology of supervision:

The Strategic Communications Officer will after induction and consultations with the Supervisor, develop a personal work plan with clear deliverables. The workplan will cover targets for substantive work, and learning. This will be the guide for her/his work, and will form the basis for feedback and performance assessment. The Officer will be part of a small team at the Liaison Office (4 programme staff and 2 support staff), and will therefore benefit from continuing feedback on her/his work. In addition there will be quarterly meetings for more structured feedback, and the annual assessment (RCA).

### **III. Duties, Responsibilities and Output Expectations:**

Please include percentages for each duty:

1. Study and understand UNIFEM Strategic Plan 2008 -2011 and the Africa Section Strategy, and understand the background and context in which the AU Liaison Office was established and is operating now, including mandate, partners, and expectations of stakeholders. 5%
2. Understand the UNIFEM global communication strategy, and the various products under the strategy, and develop a communication strategy appropriate to the Liaison Office taking advantage to the extent possible the global strategy and products. 5%
3. In consultations with the Liaison Office and the AU Gender Directorate design and publish

a joint e-newsletter to be published monthly newsletter on gender equality at the AU, with a facility for feedback and contributions of items by UNIFEM Sub-regional offices, regional women's networks and governments. 40%

4. Implement activities to strengthen communication with UNIFEM colleagues in Africa and globally on gender equality at the African Union, and the work of the Liaison Office. 15%

5. Organise, participate in, and contribute to communication and media activities organised by the UN System or other strategic partners, and implement activities to raise the visibility of UNIFEM work in support of the AU. 5%

6. Advise and support the liaison office to have a communication component to various major activities that it is engaged in, including press conferences, press releases etc. 10%

7. Assist the Liaison office to mobilize resources to support the communication function of the office. 10%

Deliverables: 10%

- ♣ An approved communication strategy for AU Liaison Office
- ♣ A regular joint AUNIFEM-AU Gender Directorate
- ♣ Regular contributions to UNIFEM "Currents"
- ♣ A web page on the UNIFEM website dedicated to the Liaison Office

#### **IV. Qualifications and Experience:**

Education (only Master's degree or equivalent):

Master's degree in communications, Journalism or international relations

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

At least 1 year post-qualification work experience in relevant field

Knowledge and experience in women's human rights, gender and development, particularly in a developing country context

Desktop publishing skills will be a definite advantage

Key Competencies of the assignment:

Excellent verbal and written communication skills in English is mandatory. Knowledge of French (spoken and written) will be a definite advantage.

#### **V. Learning Expectations:**

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

Training components:

(Indicate training / learning activities, based on which learning programme will be structured)

1. Day to day interaction with supervisor and colleagues
2. Participation in weekly staff meetings and the opportunity for sharing and peer feedback
3. Experiential learning through own work and participation in programme activities of the office, the UN system and the AU
4. Interaction with African women's rights networks

Learning elements:

(Indicate what the incumbent will learn during the assignment, defined in measurable results and broken down by year. Specify what subjects will be taught in the course of the orientation briefing upon JPO's arrival at the duty station)

By the end of Year 1 the JPO will be able to understand and explain:

1. the AU structures and policies on gender equality and women's rights and empowerment
2. the UN coordination mechanisms for supporting the AU
3. UNIFEM overall strategic plan and the priorities for Africa
4. The mandate, work and communication needs of the Liaison Office, and to develop and implement a strategy that responds to those needs.

By the end of Year 2 the JPO will be able to:

1. prepare project documents for the communication component
2. interact with and provide leadership to communication focal persons of different UN Agencies on gender equality issues
3. know and engage with African women's rights networks, and include their perspectives and voices in the e-newsletter

## **VI. Background Information:**

In 2005 UNIFEM signed a Memorandum of Understanding (MoU) with the AU establishing a partnership with the African Union's Gender Directorate, to work in three areas namely:

1. Capacity building for human rights programming, gender mainstreaming and monitoring within the AU
2. Strengthening women's human rights in conflict and post conflict situations, and
3. Mobilizing women's agency and effective participation through AU institutions, including the Economic and Social Council and Pan African Parliament (PAP).

Within the framework of the MoU UNIFEM contributed to the gender audits of all departments of the AU Commission and other organs of the AU, programmes, budgets, systems and procedures, and to the on-going process of developing a policy and action plan for mainstreaming gender equality in AU programmes. UNIFEM also supported the development of the AU Handbook on "Good Practices in Gender Mainstreaming and Women's Empowerment in Africa".

In January 2008 UNIFEM opened its Liaison Office in Addis Ababa, Ethiopia, which is the seat of the African Union. By opening the Office UNIFEM aims to strengthen the Fund's work with and support to the AU in the area of gender equality and women's human rights. In just the one year of its operations the Liaison Office has partnered with and supported the AU to:

- ♣ map regional and sub-regional networks that either are already working with or have an interest in partnering with the AU Gender Directorate in supporting AU institutions and organs to mainstream gender equality and women's empowerment in the respective AU sectors, policies and programmes.
- ♣ Organise a capacity development and planning workshop for the identified networks to enhance understanding of the AU and its work methods and processes, identify entry points and develop a 2-3 year strategy for partnership with the AU Commission on gender equality

and women's empowerment.

- ♣ Finalise the AU Gender policy, through a participatory process culminating in the adoption of the policy by the Summit of Heads of State and Government in January 2009.
- ♣ Convene, facilitate and engage in gender equality advocacy during different experts and ministerial meetings, including the African Development Forum (co-organised by the AU and ECA) that called for the launch of an Africa-wide campaign to end violence against women and girls.

## **VII. Information About Living Conditions at the Duty Station:**

Addis Ababa is the capital of Ethiopia and the seat of the African Union and the United Nations Economic Commission for Africa. It is therefore host to many expatriate workers and their families. The people are friendly, and violent crime targeting foreigners is rare. The UN conducts a security briefing to all new staff.

The city has a variety of accommodation to choose from villas, apartments, guest houses, hotels, to shared accommodation favoured by a lot of young people. Costs are reasonable. There are many restaurants and coffee houses serving local and international cuisine.

UNIFEM office is in a building shared by other UN Agencies. There is one international staff who is the head of the Liaison Office, and three national staff. The office has at any one time at least one intern who is international, and periodically engages consultants from different countries for short term assignments.

The Strategic Communication Officer will have a desk, computer and other office amenities (printer, telephone, email, scanner, official vehicle) for official work.