

TERMS OF REFERENCE



Junior Professional Officers (JPO)

I. General Information:

Title:
Programme Analyst- Economic Empowerment and Rights

Sector of Assignment:
Gender

Country:
Sudan

Location (city):
Khartoum

Agency:
UNDP-UNIFEM - Part of UN Women

Duration of the assignment:
Initially one year with the possibility to extend up to 3 years

Grade:
P1 step 1 or P2 step 1 in the first year, depending on the level of education and experience.

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to candidates from developing countries (see criteria at the website of the Dutch Ministry of Foreign Affairs: http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

II. Supervision:

Title of Supervisor:
Country Programme Director

Content and methodology of supervision:
The JPO's work time will be dedicated to the in-country programme work of UNIFEM in Northern Sudan and will build and support programmatic linkages in the Sudan Country Program. The JPO will be directly supervised by the Country Program Director. Supervision will be done on the basis of results oriented work plan, continuous informal discussions, on the job training, weekly/bi-weekly team meetings, and mid-year and annual review of staff member's performance as per UNIFEM/UNDP's Results Competency Assessment.

III. Duties, Responsibilities and Output Expectations:

1. Strategic Positioning on National Policies and Plans (20%)
 - a. Support UNIFEM economic empowerment rights programming in Sudan, in line with the UNDAF and national development priorities.
 - b. Ensure UNIFEM substantively contributes to engendering the development and implementation of national policies and plans.
2. Programme Development (20%)
 - a. Identification of areas for support and interventions within the thematic/sectoral areas assigned
 - b. Support the UNIFEM office to strengthen its knowledge and information, data and analysis on women's economic empowerment and rights issues.
 - c. Support UNIFEM office to identify strategic partners and program interventions in the areas, through field missions and consultation with key stakeholders etc.
 - d. Support UNIFEM office to develop a program document on women's economic empowerment and rights.

- e. Support and provide input in the finalization of annual work plans, budgets and project implementation. 3. Programme Management and Implementation (25%)
- a. Under close guidance and in close collaboration with senior staff to develop results-oriented work plan
 - b. Support and helps to lead the development and implementation of research program, including literature reviews, secondary analysis and portfolio monitoring and evaluation in the subject area.
 - c. Analyzes and synthesizes research findings on women and economic empowerment and rights issues and develops programs relevant to a range of partners and stakeholders.
 - d. Provides technical support to partners, including conceptual and program design, research and capacity building and dissemination of results. Produces project-related technical deliverables including research briefs, donor reports, M&E guidelines, indicators, presentations.
 - e. Participates and supports capacity building efforts for partners;
 - f. Arranges for experience and lessons learnt sharing sessions for experience dissemination
4. Partnership Building (15%)
- a. Contribute to the development and strengthening of networks and forge partners at national, state, county and community levels with government, key women's organizations, UN agencies and bi-lateral development partner organisations
 - b. Participates in relevant networks, committees to advocate and lobby for the attainment of women's rights
 - c. Participates in UN interagency meetings and processes, as requested by the CPD.
5. Resource Mobilization (20%)
- a. In close consultation with the CPD and other senior staff, supports the country office's efforts to leverage additional resources for women's economic empowerment and rights, through the development of concept notes, briefs, PowerPoint presentations, project proposals / documents, identifying potential sources of funds;

IV. Qualifications and Experience:

Education (only Master's degree or equivalent):

Master's Degree in a relevant social science field (gender and development, economics, sociology, public policy)

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

Preferably 2-3 years experience in related field. Previous research and program work experience is preferred as well as on social, economic issues, MDGs and conflict-sensitive recovery work. Experience in project development and implementation, monitoring and evaluation, including report writing. Understanding of post-conflict context. Proficiency in Arabic is desirable.

Key Competencies of the assignment:

- ♣ Strong understanding of gender and economic empowerment rights issues in a context of post conflict settings;
- ♣ Appreciation of strategic partnerships with government institutions, donors, civil society partners and other UN agencies.
- ♣ Excellent communication skills, both oral and written;
- ♣ Strong teamwork spirit and interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

V. Learning Expectations:

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

Training components:

The JPO will gain substantive portion of her/his learning and training from hands-on work including:

- Attending events and participating in UNIFEM organized/supported events.
- Participating in meetings and sessions to review and evaluate programmes, strategies, policies and to develop concepts and proposals.
- Team brainstorming sessions to develop and carry out projects and advocacy activities.
- Getting to know national platforms, programmes and resources.
- Carrying out monitoring and follow-up on specific projects.

Learning elements:

- The JPO will have expertise on women's economic empowerment and rights in Sudan, particularly in areas of policy and programming.
- The JPO will be able to effectively advocate for the integration of women's rights issues in economic policy and programmes and aware of tools to accompany advocacy efforts.
- S/he will be able to contribute substantively to policy work and undertake rigorous gender analyses in the areas of women's economic empowerment and rights.
- S/he will gain in depth knowledge of UNIFEM's approach to promoting women's economic empowerment and rights.
- S/he will have opportunities to see policy implementation through active engagement with UNIFEM's programme teams at the country level.
- The JPO will be familiar with and be able to apply planning and monitoring and evaluation frameworks.
- S/he will be aware of requirements of different donors and reporting formats.
- The JPO will be able to appraise and prepare UNIFEM project documents.
- S/he will develop the ability to prepare monitoring and assessment reports and other key programmatic documents
- S/he will acquire negotiation and representation skills.

VI. Background Information:

The JPO will be working in the UNIFEM Sudan office in Khartoum under the gender and human rights section. The current staff capacity in Khartoum is 9 staff members, three internationals and six national officers including support staff. The Khartoum offices also services UNIFEM program offices in Nyala and El-Fasher, Darfur, Juba, South Sudan and supports programs in Northern Sudan. The work of the UNIFEM Sudan office is informed by its Country Strategy and Program which covers the years 2008 to 2011 and whose main and overarching objective is addressing issues of women's empowerment and gender equality. The JPO will work with teams in developing programs and research for projects focusing on women's empowerment and rights. Based on team and institutional priorities, the incumbent may undertake other tasks related to the TOR, as assigned by the Country Program Director.

VII. Information About Living Conditions at the Duty Station:

Khartoum has recently been designated as a family duty station. It is the largest and most developed city in Sudan with many social amenities such as housing, restaurants, shopping centres and has adequate health services. Malaria and other tropical diseases are endemic. For more information on the living conditions in Khartoum, visit, www.unsundanig.org

How to Apply:

Eligible candidates are requested to submit an online application at the following link:
http://www.jposc.org/content/programme/current_vacancies-en.html

The deadline for receipt of applications is 12 midday, Monday 6 September 2010.

Applications received after this deadline will not be considered. In view of the volume of applications, only candidates being invited to an interview will be contacted.