



UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE

**I. Post Information**

**Job Title:** Gender Programme Specialist (PSEA)  
Post # 108908, NO-3  
**Supervisor Title/ Level:** Chief, Child Protection Specialist, P4, Post # 13679  
**Organizational Unit:** Programme  
**Post Location:** Zambia (Country) Office

**Job Level:** Level 3  
**Job Profile No.:** 108908  
**CCOG Code:**  
**Functional Code:**  
**Job Classification Level:** (For non GJP)

**II. Organizational Context and Purpose for the job**

UNICEF is at an important turning point, as a new Sustainable Development Framework has been adopted. Within this context, implementation of UNICEF's Gender Equality Action Plan 2026-2029 in alignment with the UNICEF Strategic Plan 2026-2-29 demonstrates the organization's strengthened commitment to the promotion of gender equality and the empowerment of women and girls as its core mandate.

UNICEF's work on gender equality is aligned to the Strategic Plan, UGEAP outlines a programmatic and 'whole-of-institution' agenda for gender equality and women and girls' empowerment. The GEAP also articulates the gender dimensions of programmatic results across the five Goal Areas and all contexts, including in development, humanitarian, peacebuilding and high-income contexts guided by the Gender Policy. Also, UNICEF's work on PSEA

**Job organizational context:**

In order to increase dedicated gender capacity and expertise in Country Offices, the GAP Steering Committee has specified that Gender Programme Specialists at Level 3 be senior enough within the office structure to carry influence in their own right and be given an office-wide mandate to engage with sectors in meaningful programming.

***This Gender Programme Specialist GJP at Level 3 will report to the Chief of Child Protection and this position serves as the primary gender expert in the Country Office.***

**Purpose for the job:** The main role of a Gender and PSEA Specialist is to support management, sector and operations staff in the Country Office to meet their accountabilities for GAP results and institutional standards. The Gender and PSEA Specialist may be directly involved in the design, implementation and monitoring of selected gender-specific programmes, the role will also focus on advising management and colleagues across different sections to identify strategies and methods that will enable the integration of gender results and build the further capacity of colleagues to incorporate gender equality into their own areas of work

S/he 1) supports senior programme colleagues and management of the Country Office to advance one or

more of the five Targeted Gender goal areas in the Gender Action Plan with support from the Regional Gender Adviser. S/he also plays a role in working with one or more of the 7 UNICEF sectors to mainstream gender by prioritizing key gender results within the sector(s) with a strong gender relevance; 2) supports cross-sectional collaboration and coordination on key programmatic results on gender, ensuring coherence, maximization of synergies and efficiency in utilization of resources and delivery of results; 3) works with programme colleagues and management so that gender results are effectively defined, measured, and reported, and high quality assessment, research, evidence generation and evaluation on gender programming is undertaken and utilized, including through the application of the MoRES framework and effective theories of change; 4) Supports effective review, assessment, planning, capacity building, and knowledge management on gender; 5) Supports the assessment and identification of gender needs for emergency preparedness and response, and provides gender relevant guidance and technical input on emergency programming.

The Gender and PSEA Specialist also provides technical support in the implementation of the PSEA strategy and the new Policy on Safeguarding, acting as the Office PSEA and safeguarding focal point,

**III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

**Summary of key functions/accountabilities:**

- 1. Management and/or advisory support to Child Protection, Deputy Representative, , or Representative**
- 2. Support to program/project development and planning**
- 3. Program management, monitoring and delivery of results**
- 4. Advisory services and technical support**
- 5. Advocacy, networking and partnership building**
- 6. Innovation, knowledge management and capacity building**

**1. Technical support to sectoral teams**

2. actively participate in or support Country Management Team (CMT); Programme Coordination Team; partnerships, research, financial and contract review committees, and other key country-specific leadership teams to ensure strategic inclusion of gender in all country-specific programming.
  - Coordinate with the Headquarters and Centers of Excellence Gender Section to plan, utilize, monitor and report on the Gender Thematic Fund, or other programmatic funds with large gender components that are allocated to the country-specific interventions for the Country Programme, under the Country Office senior management.
  - In collaboration with sectoral colleagues, participate in the planning and monitoring of the utilization of the budget allocated to sectoral and cross-sectoral gender interventions with sectoral colleagues.
  - Lead the gender component of the reporting of the routine country-level programme expenditures, including the annual reporting and the RAM.
  - Provide technical input and review on the gender components in key funding proposal appeals and submissions and in the design of funded projects/programs so that gender technical components are clearly defined, and technical capacities are included.

**3. Support to program/project development and planning (including emergency contexts)**

- Participate in evidence-based programme/project planning on gender, incorporating robust measurement and evaluation of results - especially in the event of the Country Programme

development and Mid-Term Review.

- Provide technical leadership on integration of gender into country programming phases, including strategic planning, SitAns, strategic moments of reflection, CPDs, CPMPs, mid-term reviews, extended annual reviews, programme component strategy notes and in the programmatic assessment and institutional strengthening components of gender reviews.
- In collaboration with sectoral colleagues and senior management, identify the areas of focus for gender programming/projects with the greatest potential for impact and scale, in alignment with the GAP and the country/regional priorities.
- Work with sectoral counterparts and senior management to incorporate sound gender indicators and measures in programme/project and policy initiatives, proposals, and advocacy efforts and assist in developing gender-sensitive theories of change models for sector and cross-sectoral programming in alignment with the MoRES framework.

• **Program management, monitoring and delivery of results (including emergency contexts)**

- Support indicator identification, measurement and performance tracking as it relates to gender mainstreaming and the Targeted Gender Priorities, in collaboration with Planning, M&E and planning section and sectoral teams.
- Participate in cross-sectoral collaboration and coordination on key programmatic results on gender, ensuring coherence, maximization of synergies and efficiency in utilization of resources and delivery of results
- Support the strengthening of data systems and collection, as well as accountability mechanisms to monitor and evaluate progress on gender results.
- Support high quality reporting on gender results, and a biannual performance review of GAP specified results.
- Work closely with evaluation colleagues to effectively integrate data collection, tracking, analysis and reporting on the indicators for the GAP into programme results and gender performance benchmarks into M&E systems.
- Provide technical support and guidance to national government, NGOs, UN Agencies and other country-level and local-level partners on aspects of gender programming and ensure incorporation of gender indicators and measures in programmes/projects, policy initiatives, proposals, and M&E systems. Support the planning and implementation of the gender programmatic review and make sure that the recommendations are integrated into the Country Programme strategy, action plans and humanitarian strategies.
- Participate and/or actively represent UNICEF in relevant coordination bodies at the inter-agency level (gender theme group or other networks, GBV cluster if relevant), participate as a member of steering committees, and provide close oversight of inter-agency joint programmes

**4. Support Gender in Humanitarian Action**

- Provide technical support and advocacy to reporting and follow-up on international and regional gender equality commitments made by the countries
- Support the development of adequate emergency preparedness measures, updating contingency plans and establishment of early warning mechanisms that reflect gender needs.
- Support the development and deployment of emergency training that incorporates gender issues and relevant strategies.
- Participate in needs assessment missions on gender, and in the event of an emergency, be deployed as a member of the Emergency Response Team.
- Support implementing/operational partners and implementing arrangements in order to ensure an effective, gender-inclusive emergency response.

**5. Advocacy, networking and partnership building**

- Liaise and consult with sections, government and other external partners (civil society, NGOs, private sector) to support convergence, and develop and reinforce partnerships in gender programming.
- Support building and maintenance of internal and external partnerships and networks in the development of harmonized, gender-transformative programme interventions including UN

agencies and other relevant entities.

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- Collaborate with other UN agencies and partners to enhance robust gender results in sectoral programmes at the country level. If necessary, represent UNICEF in external meetings on gender integration into sectoral and cross-sectoral results, including UN Country Team meetings and The United Nations Sustainable Development Cooperation Framework (UNSDCF) preparations.
- Support mapping of potential new partnerships and leverage existing partnerships to accelerate GAP implementation at the country level in determined priority areas.

• **Innovation, knowledge management and capacity building**

- Support documentation and sharing of the country-level experience in gender programming and lessons learned, which will be shared with internal network and external partners and utilized for South-South cooperation.
- Build capacities of Community Based and Women Led Organisations as part of UNICEF'S Localization agenda
- Represent the office at sectoral, country-level and regional-level network meetings, and ensure best practices on gender programming according to 5 GAP principles are highlighted in these forums
- Participate in the strengthening of the quality of research and evidence building on gender related programming, by supporting the bringing in of the latest learning and insights from the field of gender and development, and supporting the input of a coherent, well-prioritized research agenda in alignment with the GAP.
- Bring best practices in gender programming and measurement to the attention of senior management and sectoral colleagues, as well as HQ and Centers of Excellence Gender Teams
- Support gender components of programme research as relevant Support management and HR in the development of systems, tools and processes that enable staff members and external partners to enhance their understanding and adoption of gender sensitive behaviors and to support implementation of the GAP.

**6. Protection from Sexual Exploitation and Abuse (PSEA)**

**UNICEF PSEA system strengthening**

- Participate in key leadership and coordination teams to ensure PSEA is integrated into all programming (PMT, CMT)
- Provide technical input on funding proposals and ensure PSEA is embedded in programme design and ensure the integration of PSEA into all programming phases and strategic planning processes.
- Monitor and report on PSEA implementation and results, including through annual reviews and evaluations.
- Support the roll out of the new Safeguarding Policy and deliver PSEA and Safeguarding training for staff, contractors, and partners.
- Support HR in embedding PSEA into recruitment, onboarding, capacity building and performance management.
- Provide technical support to programme sections and partners on risk assessments, complaints mechanisms, and investigations.

**Partner Capacity Development, Institutional Support & Technical Assistance**

- Support implementing partners to align PSEA policies with UNICEF and UN standards.
- Conduct PSEA assessments, monitor implementation, and support serious incident investigations.
- Deliver PSEA and Child Safeguarding training and awareness sessions for partners.
- Monitor and review the quality of partner training and capacity-building efforts.
- Expand community access to safe reporting channels and ensure inclusive emergency responses.

**Monitor Survivor Services**

- Monitor the quality of survivor support services and ensure age-appropriate assistance.
- Coordinate with Child Protection teams to ensure effective case management and follow-up of SEA cases.

**Inter-Agency Coordination on PSEA**

- Actively participate in inter-agency PSEA Task Force meetings and initiatives.
- Support development of inter-agency SOPs, referral pathways, and joint responses.
- Provide technical guidance to government, NGOs, and UN partners on integrating PSEA into programming.
- Contribute to emergency preparedness and training that includes PSEA and gender considerations.

**IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impact its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

Sectoral and cross-sectoral programmes/projects on gender are effectively and efficiently supported and implemented in alignment with the Gender Action Plan's (GAP) four targeted gender priorities and country/ regional/ sectoral priorities through the timely and systematic provision of coordination and technical expertise on gender.

The performance of the gender programmes are monitored timely, analysed and evaluated, and the findings of the measurement and research are integrated into planning and reporting. Programmatic financial resources allocated to gender programming and results are effectively planned and managed for cost-efficient utilisation, and the progress on the gender programme expenditures are monitored and reported.

Knowledge, information and best practices on effective gender programming is generated, managed and shared within internal networks and with external partners to support programmes in changing gender disadvantage and discrimination.

Gender needs for emergency preparedness (response and reconstruction, in the event of emergencies) are identified and integrated into the emergency programme planning and implementation.

Overall, this Gender Programme Specialist will support progress in the five target priorities for gender, the five performance benchmarks, and the seven results areas specified globally for UNICEF in the Gender Action Plan (GAP).

**V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)****Core Values**

- Commitment
- Diversity and inclusion
- Integrity

**Core competencies****Functional Competencies:**

- Leading and Supervising [ II]
- Formulating Strategies and Concepts [ II]
- Analyzing [ II]
- Relating and Networking [ II]
- Deciding and Initiating Action [ II]
- Persuading and Influencing [ II]

- Communication [ II]
- Working with People [ II]
- Drive for Results [ II]

**The following are mandatory Technical knowledge the applicant should have.**

- Strong substantive, technical, programmatic and research skills in gender along with sectoral expertise in at least one of the following sectors: Health, Education, WASH, HIV/AIDS, Protection, Social Policy, C4D, ECD, or combined expertise in Adolescents.
- Proven ability to connect sectoral issues and programmatic approaches on gender; experience with this in emergency contexts an asset.
- Substantive knowledge and experience integrating gender into humanitarian responses and programming, including needs assessment, programme implementation and monitoring, an asset.
- Proven rigor in analytical, conceptual and programme /project design skills relevant to gender and development with an understanding of theories of change and path from intervention to results.
- Demonstrated experience in supporting or conducting rigorous research and analysis on gender, including quantitative research methodologies, and monitoring and evaluation.
- Wide knowledge and understanding of country/regional/global gender equality issues, specifically relating to children and women, and the current trends, methods and approaches. Familiarity and work experience in the country/region of preferred placement also an asset.
- Demonstrated success in developing proposals and securing resources for programme and research initiatives with a strong gender component.
- Ability to contextualize and be able to translate the approaches into practicable programme/project design in complex environments where gender issues are often sensitive to raise within certain national contexts

- Applying technical skills [ II]
- Entrepreneurial thinking [II]

- Excellent written and oral communication skills, including an ability to write succinctly and clearly and speak in public forums compellingly and with confidence.  
The following will be a asset
- High level of initiative and independence in ability to undertake complex tasks while proactively seeking relevant input, cooperation, and guidance from key constituents.
- Experience and demonstrated ability to motivate others and create and encourage a climate of teamwork and collaboration across sectors and in a multi-cultural environment.
- Ability to make effective use of political processes to influence and persuade others inside and outside UNICEF and negotiate a desired direction and/or outcome
- Ability to think outside the box, generate new ideas, approaches, or insights and develop innovative ways to undertake projects and initiatives, shape solutions to problems.
- Strategic thinker who can pull disparate ideas into a cohesive vision, strategy, plan that is positive and compelling for others to join, collaborate, and implement.
- Proven ability to build rapport with individuals and groups and maintain an effective network of individuals across organizational departments as well externally

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> <li>Advanced university degree (Masters or higher) in the social sciences (i.e. sociology, demography, psychology, political science, social policy or economics), public health, public policy, public administration, international development, or in an area relevant to UNICEF's sectoral work (e.g. Health, Nutrition, WASH, Education, Child Protection, Social Inclusion, HIV/AIDs, etc.).</li> <li><b>Academic credentials in gender are a strong asset.</b></li> </ul>
Experience:	<ul style="list-style-type: none"> <li>Minimum five years of progressively responsible professional experience and demonstrated track record of having undertaken and led substantive programming and research on gender and development in key issue areas that are the focus of UNICEF's Gender Action Plan.</li> <li>Demonstrated knowledge of UNICEF organizational and programme approaches and sectoral priorities.</li> <li>Demonstrated knowledge and experience of gender equality frameworks, programme design, advice and monitoring approaches, including transformative results.</li> <li>Strong leadership, influencing and collaboration skills</li> <li>Experience in designing, implementing, managing, and delivering results-based programmes/projects on gender and development or any other cross cutting programme, especially at country/field level, experience in emergency response is an asset.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>Fluency in English; Fluency in another UN language an asset</li> <li>Knowledge of the local working language of the duty station/region is an asset.</li> </ul>