

# UNITED NATIONS CHILDREN'S FUND

## GENERIC JOB PROFILE

**JOB TITLE:** Regional Adviser Gender  
**JOB LEVEL:** Level- 5  
**POST NO:** 92268  
**REPORTS TO:** Regional Director or Deputy Regional Director  
**LOCATION:** Regional Office for South Asia, Nepal, Kathmandu

**JOB PROFILE NO.:** 60000450  
**CCOG CODE:** 1.L.05  
**FUNCTIONAL CODE:** PG  
**JOB CLASSIFICATION :** P/L5

### PURPOSE OF THE JOB

The Regional Adviser Gender serves as the most senior UNICEF gender expert in the South Asia Region, supporting the development, application, and achievement of goals and strategies on gender Equality and Adolescent girls centred programming for countries of the Region in alignment with UNICEF's Gender Action Plan and Strategic Plan, and the Adolescent girls Strategy and UNICEF South Asia's Area for Acceleration focusing on the Adolescent Girl.

S/he provides leadership and support on Gender Equality and Adolescent girls programming in the following specific areas: a) programme developing including shaping the strategic direction for UNICEF South Asia gender work b) programme excellence; b) coordination, management, and oversight; and c) partnerships and resource mobilization. The Regional Gender Advisor works closely with the Regional Director, Deputy Regional Director, and other Regional Advisors to provide integrated technical, programmatic, strategic and thought leadership on Gender Equality, Adolescent girls programming as well as coordination and oversight on monitoring and reporting on Gender Equality and targeted adolescent girl programme results.

In collaboration with other regional advisors the incumbent provides assistance to CO senior management, sectoral chiefs, and gender specialists/focal points. This includes guidance on region-specific strategic direction, ensuring technical excellence and overseeing the quality of programmatic work on gender equality. To reinforce a focus on implementation and monitoring of the GAP and regional priorities, s/he also engages with other regional advisors to initiate supportive actions that enhance region-wide systems, capacity, and cross-sectoral collaboration on gender Equality and Adolescent girls as one of the key areas for Acceleration in South Asia.

The Regional Gender Advisor provides technical assistance and regional oversight on the harmonisation and inclusion of gender-related inputs into programme strategy implementation, communication and advocacy, knowledge management and sharing, resource mobilization, representation, networking, and strategic partnership creation, under the programmatic guidance of the HQ gender team on issues related to implementing and monitoring and related advocacy on Gender Action Plan and Adolescent girls Strategy

### KEY END-RESULTS

1. *High quality, results-oriented sectoral and cross-sectoral programming on gender equality, in alignment with the GAP and regional priorities, is designed, implemented, and supported in Country Programmes.*
2. *RO, COs and UNICEF partners have increased expertise, skills and capacity to develop, implement, monitor and manage high quality, results-oriented sectoral and cross sectoral gender programming.*
3. *High quality programming and advocacy leadership on adolescent girls agenda as defined in the Regional strategy on adolescent girls*
4. *Increased prevalence of well-coordinated programmatic initiatives with a strong gender equality component and a specific focus on adolescent girls in the RO, COs and relevant governments and partners.*
5. *Results specified in the GAP achieved in the region*

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6. *Enhanced indicators, research and evidence on gender-related programmes including a focus on Adolescent girls produced, used, and shared within the region through existing knowledge sharing mechanisms at RO.*
7. *Emergency preparedness assessed, gender needs for emergency support identified, and emergency responses with effective coordination provided.*
8. *Enhanced human resources and institutional capacity for gender equality and Adolescent girls programming.*
9. *Effective communication and representation, expanded partnerships, heightened visibility, and increased resources and support for UNICEF's gender work at the regional and country levels.*

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### **ACCOUNTABILITIES and DUTIES & TASKS**

*Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.*

#### **1. Technical Leadership, Support, and Quality Assurance**

Provide strong technical leadership on gender and development, enhancing the ability of the Regional Office and Country Offices to lead and deliver high quality programmatic results on gender equality and the empowerment of women and girls as specified within the programmatic framework of the Gender Action Plan. This includes, Targeted Gender equality and adolescent girls priorities. In strong collaboration with sectoral colleagues at both regional and country levels, develop, model, and scale up effective and innovative intervention strategies and programme approaches that lead to measurable results on gender. Especially foster cross-sectoral programming efforts by helping the RO and COs to leverage sectoral synergies on gender to deliver on multiple result areas. Provide high quality technical oversight to country and regional office teams in the specification, design and implementation of priority programming that includes attention to gender dimensions in emergency/disaster preparedness as well as both humanitarian action and development contexts. Support the development of effective programme guidance and tools for gender inclusion in programmes. Review and analyse technical, programmatic, and substantive CO and RO programme documents, proposals, reports, and materials, and provide quality assurance support.

*Expected Result: High quality, results-oriented sectoral and cross-sectoral programming on gender, in alignment with the GAP and regional Areas for Acceleration, is designed, implemented, and supported in Country Programmes.*

#### **2. Leadership on Adolescent girls agenda: as an Area for Acceleration**

The Regional Gender Advisor supports the Gender Steering committee of RMT to steer leadership and accountability on Gender Equality including the regional Area for Acceleration focusing on the Adolescent Girl. Act as a Convener of the Adolescent girl A4A Core working group at RO level across sections, including support to COs to mirror the coordination group that is fit for purpose at CO level, that will aim at ensuring well-coordinated, cross-sectoral collaboration for the implementation of the regional adolescent girl strategy across South Asia, and monitor progress against the adolescent girl strategy selected indicators. Manage the adolescent girls community of practice (CoP) as a platform for sharing knowledge, good practices, innovations and what works for girls, lead the RO and CO expanded team to develop Annual Adolescent girls flagship report- that will tell South Asia story on progress and where more efforts are required to meet the comprehensive needs of girls. Collaborate with the regional and CO Communication and advocacy and technical teams in the implementation of an adolescent-girl focused advocacy strategy, while building on the global policy asks and advocacy priority for girls; Identify opportunities for increased resource mobilization for adolescent girl programming in the region, working closely with HQ to leverage global resources for SAR COs and collaborating with SAR private and public sector partnerships teams to identify new opportunities in the region – including supporting COs to report on global gender thematic grants received through HQ support on girls.

*Expected Results: High quality, results-oriented and at scale sectoral and cross-sectoral programming on adolescent girls, in alignment with regional Adolescent girls' strategy.*

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### 3. Capacity Enhancement

Ensure that enhanced capacity and skills on gender—through hiring as well as through capacity development – are integrated into existing regional structures and plans. Support RO and CO efforts to expand gender expertise especially with regard to technical, strategic planning, M&E, and management skills, reinforcing effective programme delivery and measurement of results as specified in the GAP. In providing technical advice to the Regional Human Resources Development Team (HRDT) under guidance of the HQ gender team, ensure the development of training and other capacity-building activities and mechanism that consider the learning needs of gender focal points and other sectoral and management staff across over a wide range of priority programmatic skill sets, including a competency to plan, budget and fundraise for gender programming. Engage and work through both gender and sectoral networks to deliver technical, strategic and measurement training and tools on gender, complemented by developing and maintaining a roster of technical experts on gender, preferably from the region, who can assist country offices as needed, including in emergency response. Promote linkages and exchanges between COs and encourage South-South cooperation, on gender related issues to help reinforce and institutionalize learning on gender.

***Expected result: RO, COs and partners have increased expertise, skills, and capacity to develop, implement, monitor, and manage high quality, result-oriented sectoral and cross-sectoral gender programming***

### 4. Research and Evidence

Strengthen the quality of research and evidence building on gender related and Adolescent girls programming at the RO and Country Offices, bringing in the latest learning and insights from the field of gender Equality and Adolescent girls programming, and putting in place a coherent, well-prioritized research agenda in alignment with the GAP and Adolescent girls strategy. Support the COs to develop evidence-based programme designs and strategies on gender, incorporating robust measurement and evaluation of results. Work with sectoral counterparts to incorporate sound gender indicators and measures in programme and policy initiatives, proposals, and advocacy efforts and assist in developing gender-sensitive theories of change models for sector and cross-sectoral programming. Analyse and synthesize substantive trends and innovations in research findings on gender in order to produce new, cutting-edge technical knowledge that can be used to guide programme interventions. Maintain technical expertise, including open knowledge sharing with the HQ gender team and regional/national institutions.

***Expected Result: Enhanced indicators, research and evidence on gender-related programmes produced, used, and shared within the region and strong knowledge sharing mechanism established.***

### 5. Cohesion, Prioritization and Coordination

Facilitate the operationalization of the GAP within a regional gender implementation plan, which involves coordinating the formulation, adaptation, and communication of a coordinated, comprehensive approach to programming relevant to gender equality in line with the GAP and in support of regional priorities. Advise and support the RO and CO management and strategy teams on the inclusion of a cohesive set of programme, policy, advocacy, and fundraising priorities on gender, facilitating harmonization with the overall strategic vision for regional and country programming. Prioritize and coordinate synergistic opportunities for cross-sectoral collaboration on gender results within country programmes, ensuring consistency and coherence with the GAP and other regional imperatives. In collaboration with the regional emergency team, provide inputs in the development of CCCs that are gender responsive. Support COs to provide policy guidance and technical support to national partners and governments toward systematically focusing on gender results at scale in national policies, strategies, and programmes, also ensuring applicability and relevance to emergency and/or humanitarian contexts. In collaboration with other Regional Advisors, support coordination of activities and information dissemination across sectoral initiatives and country programmes to achieve gender-related programme objectives in the countries and the region. Manage and coordinate a regional knowledge network on gender and serve as the focal point for contributing to the global knowledge network. Ensure that CO's remain abreast of UNICEF's global resources and leaning as well as current thinking and academic advances in substantive areas of gender programming, with a particular focus on strengthening innovative and multi-sectoral responses to promote gender equality.

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***Expected Result: Increased prevalence of well-coordinated programmatic initiatives with a strong gender component at RO, COs and relevant governments and partners.***

### **6. Gender Integration in Emergency Preparedness and Response**

Ensure that adequate emergency preparedness measures are taken in the region by the relevant County offices through ensuring gender Equality and Adolescent girls agenda are reflected in the development and updating of country contingency plans and establishment of early warning mechanisms. Assist in developing and conducting emergency training courses that incorporate gender issues and relevant strategies, specifically designed for regional Emergency Response Teams. In the event of an emergency, be deployed as a member of the Emergency Response Team. Lead and/or participate in needs assessment mission on gender in conjunction with regional staff and HQ Divisions, as needed. Identify implementing/operational partners, and establish implementing arrangements, in order to ensure an effective, gender-inclusive emergency response. Support funding appeals in consultation with the RO emergency team, country offices and HQ.

***Expected Results: Emergency preparedness assessed, gender needs for emergency support identified, and gender is integrated in all CO related emergency responses.***

### **7. Monitoring, Evaluation and Reporting**

Collaborating with other regional advisors, especially the planning, monitoring, and evaluation advisors, provide support to COs in developing gender-inclusive theories of change and M&E frameworks. In a complementary manner, provide guidance in strengthening data systems and collection, as well as accountability mechanisms to monitor and evaluate progress on the regional GAP implementation plan and other related regional imperatives. Work closely with regional and country office monitoring and 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 the CO and RO M&E systems. Support CO and RO staff to provide high quality reporting on results, reviewing inputs for quality assurance. Periodically review and analyse progress on key gender-related indicators and work with relevant counterparts to assess accuracy and provide feedback on both measurement and performance. Partner with the CO and RO management teams to develop and implement South Asia specific action plan, to operationalize the GAP evaluation report and recommendations. Assist in examining and evaluating gender-related programme implementation across sectors, assessing possible improvements, and documenting regional lessons learned, best practices and technical advances in gender. Provide technical assistance to CO's in implementing Mid-term and Gender Programmatic Reviews, as well as reviewing and synthesizing CO annual reports, and supporting other corporate milestone efforts.

***Expected Results: Results specified in the GAP achieved by the region.***

### **8. Management and Systems Strengthening**

Work with DHR and RO and CO management to establish job requirements and performance accountabilities on GAP specified results for senior managers, gender specialists, and gender focal points. Working with human resource managers, assist in the recruitment of gender specialists for CO posts and identify, engage, and oversee institutional resources and consultants with relevant gender expertise to provide technical support to COs. Identify clear areas of success and challenges on gender-related performance measures and inform senior management in a timely manner. In consultation with HQ Gender team, provide assistance to COs and regional UNICEF partners on organizational structures and mechanisms that can advance gender programming (e.g., CO level task forces, etc.). Provide guidance in developing terms of reference and accountabilities for working groups, task forces, and other coordination mechanisms in field offices to a) achieve gender results, b) undertake efficient cross-sectoral programming, and develop c) robust partnerships for the delivery and measurement of gender equality and targeted adolescent girls results. Provide assistance to COs in incorporating gender

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considerations in office structures and systems.

*Expected Results: Enhanced human resources and institutional capacity for gender programming.*

### **8. Representation, Partnerships, and Resource Mobilization**

Enhance UNICEF's regional technical leadership role in gender equality and Adolescent girl leadership as a credible regional voice among donors, government counterparts and partners by forging internal and external partnerships in the development of harmonized, gender equality and targeted adolescent girls programme interventions, through high level representation in regional fora, with senior partners and stakeholders as well as through expansion of programmes and networks. Build strategic alliances for gender equality and adolescent girl agenda with various international and regional partners, including institutional links with UN agencies and other relevant entities. Assist and guide COs in the formation of strategic alliances with national partners to influence gender-transformative programme strategies and plans. Articulate, advocate and communicate the objectives and capacities of UNICEF to be a reliable partner in promoting gender equality and Adolescent girl agenda related goals and programming results. Develop and maintain partnerships emphasising innovative strategies for information, advocacy, and resource mobilization for the four targeted priorities of the GAP. Enhance the financial resources available for gender equality programmes in the region, by advising on gender equality issues, leveraging with Governments and donors, and supporting country offices on the inclusion of gender equality and girls empowerment results during the preparation of project proposals in close consultation with PPD/PFP, CO's and HQ. Contribute to better consultative processes and networking with donors. Assist in implementing the UN reform agenda and engaging in relevant processes of the R-UNDG with a specific contribution to strengthening gender equality in the UN programming environment – e.g., DaO/UNSCDF/CCA. Participate in R-UNDG, QSA/PSG, UNGEI, UNiTE and other regional task forces/working groups, or their equivalent, on gender in close collaboration with the regional PM&E team and other Advisors. Lead on gender related partnerships and initiatives with SAARC.

*Expected Results: Effective communication and representation, expanded partnerships, heightened visibility, and Increased level of resources and support for UNICEF's gender work at the regional and country level*

**Minimum qualification and competencies** ([ ] indicates the level of proficiency required for the job.)

#### **1. Education**

Advanced university degree (Masters or Ph.D.) in the social sciences (i.e., sociology, demograph, psychology, political science, or economics), public health, public policy, or international development. A concentration in gender is a strong asset.

#### **2. Work Experience**

Minimum twelve 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. Preference for candidates with experience in delivering results-based programmes on gender and development and Adolescent girls programming. Experience in programme management and leadership, and resource mobilisation especially at country/field level.

#### **3. Language Proficiency**

Fluency in English and another UN language. Knowledge of local working language of the duty station/region is required.

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### 4. Competency Profile

#### i) Core Values (Required)

- Care
- Respect
- Integrity
- Trust
- Accountability

#### ii) Core Competencies (Required)

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (3)
- Works Collaboratively with others (3)
- Builds and Maintains Partnerships (3)
- Innovates and Embraces Change (3)
- Thinks and Acts Strategically (3)
- Drives to achieve impactful results (3)
- Manages ambiguity and complexity (3)

#### iii) Technical knowledge (Required)

- Strong substantive, technical, programmatic and research skills in gender along with sectoral expertise in at least two of the following sectors: Health including Immunization, Education, WASH, Protection, Social Policy
- Strong technical / programmatic expertise in Adolescent girls' programming is desirable.
- Proven ability to connect sectoral issues and programmatic approaches on gender.
- Proven rigor in analytical, conceptual and programme design skills relevant to gender and development with an understanding of theories of change and path from intervention to results.
- Demonstrated experience with different methods/ approaches on training to build capacity on the technical aspects of gender programming and analysis for a diverse set of stakeholders.
- Wide knowledge and understanding of global gender equality issues, specifically relating to children and women, and the current trends, methods, and approaches. Familiarity and work experience in region of preferred placement also an asset.
- Demonstrated experience in conducting rigorous research and analysis on gender, including quantitative research methodologies, and monitoring and evaluation.
- Demonstrated success in developing proposals and securing resources for programme and research initiatives with a strong gender component.

#### iv) Functional Competencies (Required)

- Leading and Supervising (3)
- Analyzing (3)
- Deciding and Initiating Action (3)
- Applying technical skills (3)
- Entrepreneurial thinking (3)
- Formulating Strategies and Concepts (3)
- Relating and Networking (3)
- Persuading and Influencing (3)
- Excellent written and oral communication skills, including an ability to write succinctly and clearly and speak in public forums compellingly and with confidence.
- High level of initiative and independence in ability to undertake complex tasks while proactively seeking relevant input, cooperation, and guidance from key constituents.

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- Management experience and demonstrated ability to motivate others and create and encourage climate of team-work and collaboration 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.
- Proven ability to identify urgent and potentially risky decisions and act on them promptly; initiate and generate organization-wide activities with a strategic vision.