



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

**Job Title:** Gender Specialist  
**Supervisor Title/ Level:** Programme Manager SBC & Gender/ P4  
**Organizational Unit:** Programme section  
**Post Location:** Burundi, Bujumbura

**Job Level:** Level 3  
**Job Profile No.:**  
**CCOG Code:** 1A02  
**Functional Code:** PMA  
**Job Classification Level:**

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

Gender equality is essential to realizing the mandate of UNICEF to uphold the rights of all children. The UNICEF Gender Action Plan (GAP), 2022–2025, operationalizes the UNICEF Gender Policy, 2021–2030, by specifying how UNICEF will promote gender equality across its programmes and workplaces. It affirms that promoting gender equality and the empowerment of women and girls is the responsibility of everyone, regardless of organizational role. The GAP elaborates the steps required to accelerate progress on gender equality across the five Goal Areas of the UNICEF Strategic Plan, 2022–2025, as well as within institutional systems and processes, with clear indicators and monitoring mechanisms to track change. The GAP builds on an increasing knowledge base on gender equality, including current evidence regarding the gendered effects of the coronavirus disease 2019 (COVID-19) pandemic. It responds to lessons learned from the implementation of previous GAPs and an extensive global consultative process with staff, partners and young people. It is grounded in the human rights principles of non-discrimination and equality and articulates the role of UNICEF, as a collaborator with Governments and other partners, in supporting the 2030 Agenda for Sustainable Development. Recognizing that gender discrimination has lifelong and intergenerational impacts, the GAP advances gender equality throughout the life course. At the same time, it promotes targeted actions to advance the leadership and well-being of adolescent girls, as girls are both disproportionately affected by gender inequality and have tremendous potential to be leaders for change. This dual-track approach goes beyond responding to the manifestations of gender inequality to tackle its underlying drivers, including by engaging boys and men as allies; advancing upstream financing and policy solutions; and supporting girls' agency and voice.

**Purpose for the job:** In alignment with the GAP, the role of the Gender Programme Specialist is primarily technical and programmatic, with the normative advocacy and coordination roles serving a secondary function. The Specialist provides authoritative technical guidance/operational support throughout all stages of programming to facilitate the management and delivery of results contributing to gender equality in alignment with the Gender Action Plan. S/he supports the development, implementation, and monitoring of high quality gender programming/projects across sectors in alignment with the Gender Action Plan. S/he 1) supports senior programme colleagues and management of the Country Office to advance one or more of the four

Targeted Gender Priorities 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.

**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 Deputy Representative, Senior Gender Programme Specialist, 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. Management and/or advisory support to Deputy Representative, Senior Gender Programme Specialist, or Representative**

- Actively participate in or support Country Management Team (CMT); Programme Coordination Team; partnerships, research, financial and contract review committees; 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 Regional Gender Advisors and the Headquarters 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 and under the guidance of Deputy Representative, 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.

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

- Participate and support 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.

### **3. 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.
- 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.
- Support the planning and implementation of the gender reviews and make sure that the recommendations that come out of the gender review are integrated into the Country Programme strategy and action plans and humanitarian strategies and action plans in emergency contexts.
- 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. Advisory services and technical support**

- 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 to ensure incorporation of gender indicators and measures in programmes/projects, policy initiatives, proposals, and M&E systems.
- 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 of 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.
- Support building and maintenance of strategic alliances for gender equality with various partners, including institutional links with UN agencies and other relevant entities.
- 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 UnDAF preparations.
- Support mapping of potential new partnerships and leverage existing partnerships to accelerate GAP implementation at the country level in determined priority areas.

#### **6. 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 utilised for South-South cooperation.
- Represent the gender section 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
- Bring best practices in gender programming and measurement to the attention of senior management and sectoral colleagues, as well as Regional Gender Advisor and gender section staff at HQ
- Supporting innovative research of senior gender staff, if present
- Support Regional Gender Advisor in advancing the technical and research capacity of country-level staff, offices and programs on gender to continue to build evidence base for programming and to ensure continuous capacity in gender at Country Office level.
- 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.

### **IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impacts 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 timely monitored, analysed and evaluated, and the findings of the measurement and research are integrated into the 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 timely 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 four target priorities for gender, the five performance benchmarks, and the seven results areas specified globally for UNICEF in the Gender Action Plan (GAP).

## **V. UNICEF values and competency Required (based on the updated Framework)**

### **i) Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

### **ii) Core Competencies (For Staff without Supervisory Responsibilities) \***

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

### **iii) Technical knowledge**

- 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

- 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.
- Experience and demonstrated ability to motivate others and create and encourage a climate of team-work 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 other 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>• Academic credentials in gender are a strong asset.</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>• 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 French &amp; English is required. Knowledge of another official UN language or a local language is an asset.</li></ul>