



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Gender Programme Specialist
Supervisor Title/ Level: Deputy Representative P5
Organizational Unit: Programme - Dep Representative's Office
Post Location: Dhaka, Bangladesh Country Office

Job Level: 4
Job Profile No.:
CCOG Code: 1A02
Functional Code: PMA
Job Classification Level: (For non GJP)

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.

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 4 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.

Thus, this Gender Programme Specialist GJP at Level 4 will allow for the effective recruitment of dedicated Gender Programme Specialists in moderate to large-sized Country Offices where the Representative is at the P5/D1 level. The Gender Programme Specialist reports to the Deputy Representative who is at the P4/P5 level, and this position serves as the primary gender expert in the Country Office.

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 as 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 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) leads 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/leads 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. Program 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, and Representative

- Actively participate in 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 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. Program development and planning (including emergency contexts)

- Lead and/or support the evidence-based programme 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, identify the areas of focus for gender programming with the greatest potential for impact and scale, in alignment with the GAP and the country/regional priorities.
- 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 in alignment with the MoRES framework.

3. Program management, monitoring and delivery of results (including emergency contexts)

- Provide technical support in 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.
- Lead 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.
- Support and strengthen the quality of research and evidence building on gender related programming, bringing in the latest learning and insights from the field of gender and development, and putting in place a coherent, well-prioritized research agenda in alignment with the GAP.
- Oversee 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.
- 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 of sex-disaggregated databases on information crucial for the planning and implementation of emergency plans.
- Support the development and deployment of emergency training that incorporates gender issues and relevant strategies.
- Lead and/or participate in needs assessment missions on gender, and in the event of an emergency, be deployed as a member of the Emergency Response Team.
- Identify implementing/operational partners, and establish 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, UN Agencies, private sector) to identify areas for convergence, and develop and reinforce partnerships in gender programming.
- Forge and support internal and external partnerships and networks in the development of harmonized, gender-transformative programme interventions.
- Build 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/UNAF preparations.
- Lead 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

- Initiate 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.
- 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
- Support and conduct innovative research on gender at the country-level

- 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, analyzed 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 utilization, 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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

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

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages 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 design skills relevant to gender and development with an understanding of theories of change and path from intervention to results.
- Demonstrated experience in 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 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 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 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">• 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.).• Academic credentials in gender are a strong asset.
Experience:	<ul style="list-style-type: none">• Minimum eight 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.• Experience in designing, implementing, managing, and delivering results-based programmes on gender and development or any other cross cutting programme, especially at country/field level, experience in emergency response is an asset.
Language Requirements:	<ul style="list-style-type: none">• Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2a. Is this a Direct* contact role?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel. <i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3a. Is this a Child data role? *:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos) <i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Is this a Safeguarding response role* <i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Is this an Assessed risk role*? <i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.