



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Gender Programme Specialist, NOC
Supervisor Title/ Level: Chief Social Policy, P5
Organizational Unit: Programme
Post Location: Lebanon Country Office

III. Key functions, accountabilities and related duties/tasks

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**
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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

<p>issues and relevant strategies.</p> <ul style="list-style-type: none"> • 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.
<p>5. Advocacy, networking and partnership building</p> <ul style="list-style-type: none"> • 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.
<p>6. Innovation, knowledge management and capacity building</p> <ul style="list-style-type: none"> • 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.