**UNITED NATIONS CHILDREN'S FUND
(GENERIC) JOB PROFILE**

I. Post Information

Job Title: **Programme Specialist Gender and Social Norms** Case #: **10000230** Supervisor Title/ Level: **Social & Behaviour Change Specialist P-3** Organizational Unit: **Programme** Post Location: **Sierra Leone**	Job Level: **Level NO-3** Job Profile No.: CCOG Code: Functional Code: Job Classification Level:

II. Organizational Context and Purpose for the job

Gender equality is at the core of UNICEF's accountability to children. The UNICEF Strategic Plan 2022-2025 reaffirms that gender equality is an organisational priority, a fundamental value and a cross-cutting principle for all five Goal Areas, as well as across UNICEF's programmes and workplaces. Aligned with the Strategic Plan, UNICEF's 3rd Gender Action Plan 2022-2025 (GAP3) outlines a programmatic and 'whole-of-institution' agenda for gender equality and women and girls' empowerment. The GAP 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; with three cross-cutting priorities: addressing gender-based violence; gender transformative programming; and gender-responsive workplaces.

In accordance with institutional staffing guidance and Regional Office priorities, the UNICEF Country Office will appoint a Programme Specialist Gender and Social Norms to ensure that the Country Office access high quality policy and programming advice, and capacity development skills, in order to support GAP3 implementation and tangible results. With the commitment to gender programming for transformative results as a cross-cutting and organizational priority of GAP3, the Programme Specialist Gender & Social Norms will work closely with Country Office management and sectoral teams to ensure the requisite leadership, strategies and resources are made to meet GAP3 accountabilities and demonstrate results against this new agenda.

1. **Purpose for the job**:

The main role of the Programme Specialist Gender and Social Norms is to support the management and the relevant sectoral teams through advice and direct engagement throughout the programming cycle and through enhancing the teams' knowledge, capacity and strategies to meet their accountabilities for GAP3 results. The Programme Specialist Gender and Social Norms will be directly involved in the design, implementation and monitoring of sector-specific gender programmes, and advise management and colleagues across different sections to identify strategies and methods that will enable the integration of gender results and build further the capacity of colleagues to incorporate gender equality into their own areas of work.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Advisory support to SBC Specialist and Deputy Representative**
2. **Support program/project development and planning**
3. **Program management, monitoring and delivery of results**
4. **Advisory services and technical support to emergency preparedness and response**
5. **Advocacy, networking and partnership building**
6. **Innovation, knowledge management and capacity building**

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1. **Advisory support to SBC Specialist and Deputy Representative**
   - Actively participate in or support Country Management Team (CMT); Section Chiefs Team; 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.
   - Lead/Support integration of gender results into country programming phases, including the strategic plan, SitAns, strategic moments of reflection, CPDs, CPMPs, mid-term reviews, extended annual reviews, programme component strategic notes and in the programmatic assessment and institutional strengthening components of gender reviews.
   - Contribute to fundraising strategies for gender results through proposal development and donor meeting.

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2. **Support to program/project development and planning (including emergency contexts)**
   - Produce gender analysis on issues for children and adolescents for integrated and targeted GAP3 priorities.
   - In collaboration with sectoral colleagues and senior management, identify the areas of focus for gender transformative programming/projects with the greatest potential for impact and scale, in alignment with the GAP3 and the country priorities.
   - Provide evidence-based technical advice throughout the programming cycle to support country programme development, delivery, monitoring and achievement of GAP3 priorities across the CO.
   - Work closely with sectoral specialists and managers to integrate gender equality analysis and recommendations into programmatic and policy action, including joint resource mobilisation, partnership outreach and management, especially girl-led and women's organisations, national policy and planning, and annual work planning.

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3. **Program management, monitoring and delivery of results (including emergency contexts)**
   - Work closely with planning and evaluation colleagues to effectively integrate gender-specific indicators, data collection, tracking, analysis and reporting on the indicators for the GAP3 into programme results and gender performance benchmarks into M&E systems.
   - Contribute to GAP3 institutional standards and annual reporting, and support sectoral reporting to profile gender programming results, including the annual reporting and the RAM.
   - Support the strengthening of data systems and collection, as well as accountability mechanisms to monitor and evaluate progress on gender results.
   - Participate in the strengthening of the quality of research and evidence-building on gender-related and transformative 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 integration of gender review into the Country Programme strategy and action plans and humanitarian strategies and action plans in emergency contexts.

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4. **Advisory services and technical support to emergency preparedness and response**
   - Apply a gender transformative approach to the design, implementation and monitoring of emergency preparedness and humanitarian programmes.
   - Guide gender analysis and gender integration in emergency preparedness and humanitarian action

- Design and implement programmes to prevent and mitigate the risks of GBV for all children.
- Actively engage girls, women and their respective organisations in the design, delivery and monitoring of programmes.
- Engage communities/organisations to promote positive social norms and practices related to gender equality, especially for the most vulnerable children.
- Coordinate with and support the strengthening of national networks and clusters to deliver gender-transformative programming.

5. **Advocacy, networking and partnership building**
- 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.
- 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.
- Represent UNICEF in the UNCT Gender Theme Group, and other relevant internal and external sectoral committees.
- Support building and maintenance of internal and external partnerships and networks in the development of harmonized, gender-transformative programmming 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 UNSDCF 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.
- Participate in sectoral, country- and regional-level network meetings related to gender, and ensure best practices on gender programming according to GAP3 principles are highlighted in these forums.
- Facilitate access to appropriate training for sectoral and office-wide capacity on gender analysis, programme integration, delivery and monitoring of GAP3 priorities.
- 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 behaviours and to support the implementation of the GAP3.

Social Norms programming technical guidance and support
- Support programme section colleagues to design, experiment, use, measure and document social and behavior change approaches and initiatives to address drivers harmful practices and SGBV such as child marriage, FGM, and violent discipline.
- Provide technical advice on policy and programmes for the elimination of harmful practices, particularly FGM and child marriage, by addressing power dynamics and gender roles, norms and relations; and reinforcing positive norms.
- Support sectors and programme colleagues to scale up cross-sectoral interventions and develop and enhance partnerships with community groups, leaders, civil society and other partners for the promotion of participation in SBC and abandonment of harmful practices.
- Develop training materials and activities to build capacity for SBC/social norms approaches in support of CO delivery.
- Support coordination, collaboration and technical support with government and partners
- Support monitoring and evaluation of programmes activities, analysis and evaluation of data, and prepare monitoring and evaluation reports.

- Provide technical leadership in national and regional research efforts in improving social norms programming

IV. Impact of Results

Sectoral and cross-sectoral programmes/projects on gender are effectively and efficiently supported and implemented in alignment with the GAP3 country priorities through the timely and systematic provision of coordination and technical expertise on gender and social norms.

The performance of the gender and social norms programming is 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 and social norms 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 social norms 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, the Gender & Social Norms Programme Specialist will support progress across all 5 UNICEF programmatic goal areas with three cross-cutting priorities: addressing gender-based violence; gender transformative programming.

The strategic and effective development and implementation of social norms advocacy initiatives and programmes directly impact the ability of UNICEF to promote social, political and economic changes in behaviours, social attitudes, beliefs, harmful social norms and actions by communities, individuals and society on children's right, survival and wellbeing.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

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

Technical knowledge
- Strong substantive, technical, programmatic and research skills in gender equality and transformation along with sectoral expertise in at least one of the following sectors: Health, Education, WASH, HIV/AIDS, Protection, Social Policy, SBC, ECD, or combined expertise in Adolescents.
- Proven ability to connect sectoral issues and programmatic approaches on gender; experience with this in emergency contexts is an asset.
- Substantive knowledge and experience integrating gender into humanitarian responses and programming, including needs assessment, programme implementation and monitoring is an asset.
- Proven rigor in analytical, conceptual and programme /project design skills relevant to gender equality and development with an understanding of theories of change and the 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.
- Demonstrated experience in SBC and social norms programming.

Functional Competencies:

- Leading and Supervising [I]
- Formulating Strategies and Concepts   [II]
- Analyzing [II]
- Relating and Networking [II]
- Deciding and Initiating Action [II]
- Persuading and Influencing [II]
- 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.
- 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, and be a team player with sectors and in a multi-cultural environment.
- Ability to influence and persuade others inside and outside UNICEF and negotiate a desired direction and/or outcome related to promotion of gender equality/transformation.
- 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.

VI. Recruitment Qualifications

Education:	• Advanced university degree (Masters or higher) in gender studies, social sciences and development (i.e. sociology, behavioral sciences, psychology, political science, social policy or economics), or other field 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:	• Minimum five years of progressively professional experience of programming and research on gender equality and development or integrated "gender and sectoral" frameworks, programme design, advice and monitoring approaches, including transformative results. • Demonstrated knowledge of UNICEF/UN organizational and programme approaches and sectoral priorities.

	• Strong leadership, influencing and collaboration skills
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset

VII. Signatures- Post Description Certification

Name:	Signature	Date
Title: SBC Specialist		
Name:	Signature	Date
Title: Representative		