



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	LACR
Category:	NO (National Officers)	Country:	Nicaragua
Reason for Classification:	Establishment of a new post	Duty Station:	Managua
Level:	NOB	Office:	Nicaragua CO
Title:	Gender Programme Officer	Section:	Programme
Title Information in Parenthesis:		Unit:	Gender
CCOG Code:	1L05	Case Number:	NIC23001
UNICEF Code:	GEN	Post Number:	126726
Classified by:	Natalia Paquin	Classified Date:	11/22/2023

Organizational Context:

Gender equality and the prevention of gender-based violence continue to be important priorities for Nicaragua. For this reason, the CPD2024-2028 establishes the gender approach as one of the cross-cutting themes of the entire Programme. In order to implement this cross-cutting approach, the recommendations established in the Gender Programmatic Review 2019-2023 and the recommendations of the Eta and Iota Emergency Response Evaluation, it is necessary to have a professional permanently dedicated to the topic. In addition, there is a growing demand from bilateral and multilateral donors that fund regular and emergency programmes to strengthen the gender capacities of UNICEF's activities. The Gender Officer NO-B is to be used in a Nicaragua Country Office (CO) where Gender is a Cross-sectorial component of the Country Programme (or CCPD) 2024-2028.

Purpose of the Job:

The Gender Programme Officer reports to the Deputy Representative. The Officer provides technical and operational support aiming at contributing with cross-cutting approaches and strategies to mainstreaming gender approach and support to other components of the Country Programme. The role of the Gender Programme Officer is to provide technical and operational support throughout stages of programming to facilitate the management, monitoring and delivery of results contributing to gender equality and to contribute to the development, implementation, and monitoring of high-quality gender programming across sectors and gender institutional benchmarks in alignment with the CPD and the Gender Action Plan 2022-2025.

Key functions, accountabilities and related duties/tasks:

1. Knowledge Management for Programmes

Contribute to country programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.

2. Programme Development and Management

Technical assistance and operational support in the preparation of the Situation Analysis for programme development and management by collecting and analysing data and monitoring implementation progress.

Identify the intervention points and measures by administering a consistent and transparent monitoring system; analyse country-level socio-political-economic trends and their implications for ongoing programmes and projects. Draft or prepare programme work plans as required. Propose adjustments/changes in work plans. Propose programme recommendations for inclusion in formal programme documentation, and new approaches, methods and practices for supervisors.

3. Optimum Use of Programme Funds

Monitors programme implementation progress and compliance. Monitors the allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Takes appropriate recommendations or actions to optimize use of programme funds.

4. Programme Monitoring and Evaluations

Undertakes field visits to monitor and assess programme implementation and decides on required corrective action.

Technical assistance to partners to carry out a rigorous and transparent approach to evaluation and participate in the major programme evaluation exercises (including PGE) in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of programme delivery.

Participate in annual sector review meetings with government counterparts.

Collaborate and prepare annual programme status reports in a timely manner, as required.

5. Rights-Based and Results-Based Programme Management Approach

Support a rights-based programmes approach in the formulation of programme goals and objectives and the development of strategies and implementation frameworks.

Collaborate with partners and assist in the strengthening of quality child rights-based programmes through consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Contribute to coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.

Provide professional technical assistance in preparing viable recommendations on project implementation, alternative approaches, new initiatives and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women.

Support and promote the technical strengthening of the gender approach in UNICEF staff.

6. National and Local Capacity Building/Sustainability

Provide government authorities with technical assistance and support in planning and organizing training programmes for the purpose of capacity building and programme sustainability.

Promote and maintain the building and reinforcing of the commitment and institutional capacities of the national and local partners by identifying these partners and partnerships and providing continuous support, coordination and collaboration for sustainability.

7. Rights Perspective and Advocacy at the National, Community and Family Levels

Analyse programme-related issues and policies from a children's and women's rights perspective and advocacy at the community and family levels for elevating credibility

in national policy debates. Promote the organization goals of UNICEF through active advocacy and communication.

8. Partnership, Coordination and Collaboration

Facilitate partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies.

Support and maintain linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.

Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability. Approve allocation and disbursement of funds ensuring, they are properly coordinated, monitored and liquidated in accordance with the programme budget allotments (PBA).

Maintain close collaboration with Regional and HQ Advisers for overall coordination. Support in the provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by the UNICEF programme.

9. Technical assistance support:

Coordinate the gender-related activities as part of the reporting of the routine country-level programme expenditures, including the annual reporting, the RAM and the CSI, in close collaboration with the Gender Task Force and sectoral colleagues.

Provide technical inputs and review on the gender sections in key funding proposal appeals and submissions and in the design of funded projects/programmes so that gender technical initiatives are clearly defined, and technical capacities are included. Support communications and advocacy efforts, including major events related to the GAP areas of focus, in articulation with sectorial gender focal points and the Gender Task Force.

Support indicator identification, measurement and performance tracking as it relates to gender mainstreaming and the Targeted Gender Priorities, monitor GAP institutional standards/benchmarks in collaboration with Planning, M&E and planning section and sectoral teams.

Support the strengthening of data systems and collection, under the leadership of the M&E Specialist, as well as accountability mechanisms to monitor and evaluate progress on gender results.

Participate in relevant coordination bodies at the inter-agency level.

Support the development of adequate emergency preparedness measures, supporting the updating of contingency plans and establishment of early warning mechanisms that reflect gender needs.

Support to the PSEA Child Protection and HR focal points inside CO to the design and implementation of the Country Office Action Plan for the Prevention of Sexual Exploitation and Abuse (PSEA).

Impact of Results:

Sectoral and cross-sectoral programmes/projects on gender are effectively and efficiently supported and implemented in alignment with the Gender Action Plan's (GAP) targeted gender priorities and country/ regional/ sectoral priorities through the timely and systematic provision of technical assistance on gender.

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.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

No

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

No

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children:

Yes

Competencies and level of proficiency required:

Core Values:
Care
Respect
Integrity
Trust
Accountability
Sustainability

Core Competencies:
Demonstrates self-awareness and ethical awareness (1)
Works collaboratively with others (1)
Builds and maintains partnership (1)
Innovates and embraces change (1)
Thinks and acts strategically (1)
Drive to achieve results for impact (1)
Manages ambiguity and complexity (1)

Recruitment Qualifications:

Education: A university degree in the social sciences (i.e. sociology, demography, psychology, political science, social policy or economics), public policy, public administration, international development or other relevant disciplines.

Experience: A minimum of two years of relevant professional work experience is required.

Experience working in a developing country is considered an asset.

Background/familiarity with emergencies is considered an asset.

Language Requirements: Fluency in English and Spanish is required. Knowledge of another official UN language (Arabic, Chinese, French or Russian) or a local language is an asset.

Attachments:

[2024 a 2028 PBR Approved Gender.pdf](#)
[Gender Programme Officer NO-B NIC23001 PBR rev eg 1511f \(002\).pdf](#)

