



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

**Job Title:** Gender Programme Specialist  
**Supervisor Title/ Level:** Deputy Representative Programme, P5  
**Organizational Unit:** Programme  
**Post Location:** Mexico Country Office

**Job Level:** 4  
**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 on 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 and responds to lessons learned from implementing 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 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 engaging boys and men as allies; advancing upstream financing and policy solutions, and supporting girls' agency and voice.

#### **Job organizational context**

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 and be given an office-wide mandate to engage with sectors in meaningful programming. The Gender Programme Specialist reports to the Deputy Representative Programme, and this position serves as the primary gender expert in Mexico 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. They support the development, implementation, and monitoring of high-quality gender programming across sectors in alignment with the Gender Action Plan. They 1) support senior programme colleagues and management of the Country Office to advance one or more of the Targeted Gender Priorities in the Gender Action Plan with support from the Regional Gender Adviser. They also play a role in working with one or more of the UNICEF sectors to integrate 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 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**
- 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**

- 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 and institutional measures
- Coordinate with the Regional Gender Advisor 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 the sector and cross-sectoral programming.

### **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 integration and the Targeted Gender Priorities, in collaboration with Planning, M&E 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 and accountability mechanisms to monitor and evaluate progress on gender results.
- Support high quality reporting on gender results, and a biannual performance review of the GAP Standard.
- 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 programmatic 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

<p>issues and relevant strategies.</p> <ul style="list-style-type: none"> <li>• Lead and/or participate in needs assessment missions on gender and, in an emergency, be deployed as a member of the Emergency Response Team.</li> <li>• Identify implementing/operational partners and establish arrangements to ensure an effective, gender-inclusive emergency response.</li> </ul>
<p><b>5. Advocacy, networking and partnership building</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Forge and support internal and external partnerships and networks in the development of harmonized, gender-transformative programme interventions.</li> <li>• Build strategic alliances for gender equality with various partners, including institutional links with UN agencies and other relevant entities.</li> <li>• 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.</li> <li>• Lead mapping of potential new partnerships and leverage existing partnerships to accelerate GAP implementation at the country level in determined priority areas.</li> </ul>
<p><b>6. Innovation, knowledge management and capacity building</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Represent the gender section at sectoral, country-level, and regional-level network meetings, and ensure best practices on gender programming according to GAP principles are highlighted in these forums.</li> <li>• 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.</li> <li>• Support and conduct innovative research on gender at the country-level.</li> <li>• 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.</li> <li>• 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 institutional benchmarks.</li> </ul>

**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) 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 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 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 target priorities for gender, the performance benchmarks, and the 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**

- 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)

### **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 others 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 (Master's or PhD), preferably in the social sciences (i.e. sociology, demography, psychology, political science, social policy or economics), public health, public policy, public administration, international development, etc.</li> <li>Academic credentials in gender fields are a strong asset.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>Minimum eight years of progressively responsible professional experience that includes leading and participating in substantive programming on gender and development.</li> <li>Experience in researching gender issues will be valued.</li> <li>Experience working on gender mainstreaming related to nutrition, child protection, social policy, education, and sanitation will be an important asset.</li> </ul> <p><i>Candidates who do not possess a master's degree but possess a Bachelor's Degree and other complementary studies related to gender, may be considered, if they present 2 additional years of the required relevant experience.</i></p> <ul style="list-style-type: none"> <li>Experience in Latin American countries is an asset.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>Fluency in English is required.</li> <li>Proficiency in Spanish is required, although complete fluency is a strong advantage.</li> </ul>