

United Nations JPO Programme



TERMS OF REFERENCE

JPO (Junior Professional Officer) 18P166

I. General Information

Title: JPO in Gender Affairs

Sector of Assignment: Political Affairs

Organization/Office: United Nations Secretariat, New York

Duty Station: New York

[Non-Family Duty Station: yes / no X]

Duration: 1 year (with possible extension for another year)

[Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance]

II. Supervision

Title of Supervisor:

Senior Gender Adviser and Chief of Gender Unit DPKO and DFS

Content and methodology of supervision:

Establishment of a Work Plan: Elaboration of work plan, including objectives, goals and outputs. Ongoing review and appraisal of staff performance against agreed objectives.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

Day to day supervision by:

Geeta Kuttiparambil (Gender Affairs Officer)

III. Duties, Responsibilities and Output Expectations

The Junior Professional Officer on Gender Affairs will be attached to the Gender Unit of DPKO and DFS. He/she will be responsible for providing support to targeted internal and external advocacy, monitoring and dissemination of women, peace and security outcomes and results, under the overall supervision of the Senior Gender Adviser. Specifically, he/she will:

- Support the implementation of the Departments' gender policy as well as the Gender Unit work plan across DPKO and DFS offices, sections and units at Headquarters and missions in liaison with the police and

- military gender components.
- Contribute to the implementation of policy level initiatives, mission planning and other strategic planning exercises to facilitate the integration of gender and women, peace and security outcomes and deliverables.
- Contribute to strengthening the Gender Unit's engagement with the military and police components, including through participation in relevant mechanisms (focal person in meetings, supporting developing of actions plans, support in implementing guidance and tools assessments and analysis etc.)
- Assist with the development of periodical knowledge and information products (fact sheets, document good practices, analysis, newsletters, interactive content etc.) to enhance implementation of the women, peace and security mandates.
- Periodic generation of media content for the corporate website and other social media platforms.
- Contribute to the development of relevant media content women, peace and security communication for DPKO and DFS staff and partners.
- Assist staff to integrate gender and women, peace and security in unit work plans and initiatives across the headquarters and the missions.
- Assist in responding to requests with day-to-day backstopping support to the Gender Unit and gender focal points in various peacekeeping missions.
- Assist the Gender Unit in backstopping and coordination of meetings and events as required
- Participate in all relevant substantive activities of the DPKO and DFS Gender Unit, including the annual meetings of Gender Advisers and focal points.
- Undertake representational activities as required.

IV. Qualifications and Experience

Education:

Advanced level degree in the field of gender, women, peace and security and women studies, Social Sciences, International Relations, Political Affairs or related field;

Work experience:

At least 2 years of work experience in gender in conflict contexts or related areas. Field experience and knowledge of peacekeeping will be an added advantage. Male and female candidates are equally encouraged to apply.

Languages:

For this JPO, fluency in English (both oral and written) is required. Knowledge of another official United Nations language is desirable.

UN competencies:

Core competencies will address: creativity, teamwork, communication, client-orientation, planning and organizing and commitment to continuous learning.

V. Learning Elements

On completion of the assignment, the Junior Professional Officer for Gender Affairs will be able to

- Undertake policy-based research with particular expertise on research related to gender issues in peacekeeping
- Prepare progress reports for the Gender Unit including documentation of lessons learnt and expand skills for information management and dissemination.
- Draft project proposals and budgets according to UN standards.
- Assist in the undertaking of public advocacy and representational activities for wide audiences.
- Maintain good communication networks across different departments and substantive areas and between headquarters and field-based staff.

VI. Background Information

The JPO position is located in the Gender Unit of the Policy and Best Practices Service of the Policy, Evaluation and Training Division of the Department of Peacekeeping Operations.

The Department of Peacekeeping Operations is mandated to plan, prepare, manage and direct UN peacekeeping operations, so that they can effectively fulfill their mandates under the overall authority of the Security Council and General Assembly, and under the command vested in the Secretary-General.

The Gender Unit is responsible for intervening at four main levels: i) Overseeing the development of relevant policies and guidance to facilitate the integration of a gender perspective in peacekeeping operations; ii) providing support to the gender advisors and gender focal points across DPKO peacekeeping missions; iii) documentation of best practices and lessons learnt on gender and peacekeeping; iv) establishing and maintaining strategic partnerships with key stakeholders and actors within and outside of the UN.