



UNITED NATIONS POPULATION FUND

Closing Date: 30 May 2018 (Jerusalem time)
Post Title: Gender Project Associate
Category: Service Contract SB – 3/3
Post Number: UNFPA- SC 2018-002
Duty Station: Gaza
Duration: Six months with possibility of renewal

VACANCY ANNOUNCEMENT

The Gender Project Associate (GPA) will work under the supervision of The National Program Officer for Gender, and in close cooperation with the UNFPA team based in Jerusalem and Gaza. He/she will support the management, monitoring and evaluation of the project on “Gender-based violence response to the most vulnerable communities affected by the humanitarian situation”.

The Gender Project Associate will maintain operational relationships with various stakeholders, such as the Palestinian Authority, academic institutions, NGOs and INGOs, and other UN agencies.

The Gender Project Associate will apply established systems and procedures and assist in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to gender and gender based violence. He/she will contribute in facilitating program/project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures.

The Gender Project Associate maintains collaborative relationships with all program and project staff at the Country Office.

Duties and responsibilities:

- Participates in the management of the project on Gender-based Violence in Palestine.
- Participates in the identification and formulation of the country program and component projects (both development and humanitarian) related to gender, by compiling and analyzing information in the subject areas of UNFPA assistance to the Government and community.
- Drafts work plans and works with partners on regular reporting based on agreed monitoring tools. Assists in preparation of tables based on relevant statistical data;
- Contributes to monitoring and evaluation of the project and program activities in Gaza, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participation in review meetings and evaluation missions and drafting regular inputs to status and progress reports including for humanitarian projects related to gender based violence;
- Analyzes basic factors affecting the achievement of results, recommends corrective actions and follow up on recommendations;

- Tracks the project economic enablement interventions, conducts pre and post assessment to show the impact of interventions on women and girls and GBV live;
- Drafts the progress reports to donors for Gaza Strip with focus on documenting results findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafts relevant materials for dissemination;
- Assists in supporting the advocacy and resource mobilization strategy of the Country Office through compiling and synthesizing relevant background material for use in discussions and public events;
- Any other related duties as may be required.

Job Requirements:

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

Core Competencies:

- Achieving results
- Being accountable
- Developing and applying professional expertise/ business acumen
- Thinking analytically and strategically
- Working in teams/ managing ourselves and our relationships
- Communicating for impact
- Knowledge sharing

Functional Skill Set:

- Advocacy/ Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-oriented programmes
- Internal and external communication and advocacy for results mobilization

Academic Requirements and Experience

- First level university degree desirable in development studies, gender or social science.
- At least 3 years related work experience.
- Fluency in oral and written English and Arabic.
- Proficiency in current office software applications.

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

Notice: There is no application, processing or other fee at any stage of the application process.

UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.

Candidates are asked to submit a cover letter, recent CV and complete The UN Personal History Form / P11 form to palestine.hr@unfpa.org by **closing date and time for applications Wednesday, 30 May 2018 (Jerusalem time)**. Only those short-listed for the position will be contacted.