



UNITED NATIONS POPULATION FUND

**Closing Date:** 31 January 2019 (Jerusalem time)  
**Post Title:** Gender Program Associate  
**Category:** Service Contract SB – 3/3  
**Post Number:** UNFPA-SC-2019-001  
**Duty Station:** Jerusalem  
**Duration:** 8 Months with possibility of renewal

## VACANCY ANNOUNCEMENT

The Gender Program 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.

The Gender Program Associate will contribute in facilitating program/project implementation using and developing appropriate mechanisms and systems and ensuring compliance with established procedures. She/he will support the management in program implementation by support monitoring and evaluation. The Gender Program Associate will maintain operational relationships with various stakeholders, such as the Palestinian Authority, academic institutions, NGOs and INGOs, and other UN agencies.

The Gender Program 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.

Duties and responsibilities:

### **Gender Program Implementation:**

- Participates in the implementation 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 indicators and targets.
- Assists in the planning, preparation and data collection process related to monitoring and evaluation of gender and GBV projects and program activities,
- Establishes and implements mechanisms to systematically assess the achievement of results, conducts field visits, participates in review meetings and evaluation missions and prepares regular inputs to status and progress reports including for humanitarian projects related to gender and GBV;
- Provides analyses on basic factors affecting the achievement of results, recommends corrective actions and follows up on recommendations;
- Tracks project activities and events according to the project document and keeps an up-to-date calendar of events;
- Contributes to the creation and sharing of knowledge by documenting findings and lessons learned, success stories and best practices, strategies and approaches of the Country Office and drafting relevant materials for dissemination;
- Assists in supporting the advocacy and resource mobilization strategy of the Country Office through compiling and synthesizing relevant back ground material for use in discussions and public events;
- Participates in the Protection Cluster, GTF, Humanitarian Gender Team, UNCT Human Rights Treaty Support Group etc.; and
- Any other related duties as may be required.

### **GBV Sub-Cluster:**

- Maintains and updates the Information Management System of the GBV Sub-Cluster;
- Supports capacity building for GBV Sub-Cluster partners in quantitative GBV reporting in order to analyze trends and reports to donors;
- Maintains and updates the referral pathways, service directory, mapping of services; and
- Assists in the coordinated advocacy efforts, prepares and facilitates meetings, writes and distributes minutes of meetings.

The Gender Program Associate maintains collaborative relationships with all program and project staff at the CO.

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### **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 programs
- Internal and external communication and advocacy for results mobilization

### **Academic Requirements and Experience**

- First level university degree desirable in development studies, management or social science.
- Three years of relevant 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](mailto:palestine.hr@unfpa.org) by closing date and time for applications **Thursday, 31 January 2019** (Jerusalem time). Only those short-listed for the position will be contacted.