

I. Position Information

Job Title: Programme Analyst, Gender Equality and Women Economic Empowerment

Department: Myanmar Country Office

Reports to (Title/Level): Head of Programme (P4)

Duty station: Yangon, Myanmar

Agency: UN Women

Current Grade: P2

Contract type: Fixed-term (JPO)

Duration:

Initial one (1) year appointment, renewable up to three (3) years, subject to satisfactory performance, recommendation by respective office and partner country agreement.

Note: the initial two (2) years of the assignment will be in Yangon, Myanmar, with the possibility of a reassignment in the third year to a different duty station, subject to performance and availability of funding.

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

The UN Women Myanmar Country Office is based in Yangon, with offices in the capital Naypyidaw as well as in Mon, Kachin and Rakhine States. Under its Strategic Note 2019-2021, UN Women Myanmar focuses on delivering on the following interlinked programme areas underpinned by support for intergovernmental and normative processes:

- Women’s Leadership and Gender Responsive Governance;
- Women’s Economic Empowerment;
- Women, Peace and Security and Gender in Humanitarian Action.

Reporting to the Head of Programme, the Programme Analyst contributes to the effective management of UN Women programmes in the country office Myanmar by providing substantive inputs to programme design, formulation, implementation and evaluation. The Programme Analyst guides and facilitates the delivery of UN Women programmes by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develops enhancements if necessary. The Programme Analyst works in close collaboration with the programme and operations team, UN Women HQ staff, Government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under portfolio.

III. JPO Programme Components

Title of Supervisor: Head of Programme

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with the direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and supervisor

Evaluation:

The Performance Management and Development (PMD) tool will serve as a primary platform to evaluate of the JPO's performance.

Training components:

- Participation in a UN Women Induction Course in New York or remotely if applicable.
- UN Women mandatory online training courses
- Access to online training and learning resources of the Learning Management System to develop management skills as well as knowledge in specific technical areas in line with the individual learning plan developed annually with the supervisor
- Use of yearly JPO duty-related travel and training allocation (DTTA), as per the online DTTA guide

Learning components:

On completion of the assignment, the JPO will have acquired programme management, inter-agency coordination and resource mobilisation skills. In addition to strengthening of UN Women competencies skills set, those listed below, the JPO will also learn/acquire some of the following:

- UN Women corporate strategies, approaches, and partnerships
- Gender analysis, risk analysis and comprehensive country assessment in UN Development assistance framework
- Strategic planning: Participation in UN Women country strategy elaboration (analysis, participatory planning and budgeting),
- Participatory country strategy review
- Building partnerships with gender machinery and women movement
- Inter-agency coordination and joint programming on economic empowerment

And

- Proposal drafting for resource mobilization

IV. Functions

1. Contribute technically to the development of programme strategies, in Gender Equality and Women Economic Empowerment

- Provide substantive inputs to the design and formulation of programme/ project proposals and initiatives.
- Identify areas for support and intervention related to the programme.

2. Provide substantive technical support to the implementation and management of the Myanmar Country Office portfolio on Gender Equality and Women Economic Empowerment

- Provide technical inputs to the annual workplan and budget;
- Lead the implementation of programme activities;
- Lead the coordination of the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners;
- Review, coordinate and monitor the submission of implementing partner financial and narrative reports;
- Train partners on Results Based Management and monitor implementation.

3. Provide technical assistance and capacity development to project/programme partners

- Coordinate and provide technical support in the implementation of programme activities; Develop technical knowledge products
- Maintain relationships with national partners to support implementation and expansion of Gender Equality and Economic Empowerment of Women;

- Identify opportunities for capacity building of partners and facilitate technical/ programming support and trainings to partners, as needed.
- 4. Provide technical inputs to the monitoring and reporting of the programme/ project**
 - Monitor progress of implementation of activities and finances using results based management tools;
 - Draft reports on monitoring missions, programme results s, outputs and outcomes;
 - Provide substantive inputs to the preparation of donor and UN Women reports.
 - 5. Provide substantive technical inputs to the management of people and finances of the UN Women Myanmar Country Office including in the Gender Equality and Women Economic Empowerment**
 - Monitor budget implementation and make budget re-alignments/ revisions, as necessary;
 - Provide substantive inputs to financial reports;
 - 6. Provide substantive inputs to building partnerships and resource mobilization strategies**
 - Provide substantive inputs to resource mobilization strategies; analyze and maintain information and databases;
 - Prepare relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles;
 - Participate in donor meetings and public information events, as delegated.
 - 7. Provide technical support to inter-agency coordination on Gender Equality and Women Economic Empowerment to achieve coherence and alignment of UN Women programmes with other partners in the country**
 - Provide substantive technical support to the Representative and Deputy Representative on inter-agency coordination related activities by drafting background reports and briefs.
 - 8. Provide substantive inputs to advocacy, knowledge building and communication efforts**
 - Develop background documents, briefs and presentations related to Gender Equality and Women Economic Empowerment.
 - Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products;
 - Coordinate the development of knowledge management methodologies, and products on Gender Equality and Women Economic Empowerment.

V. Key Performance Indicators

- Timely and quality inputs to programme development
- Timely and quality implementation of Programme/Portfolio/ activities against set workplans, timelines, and budgets, in line with the Strategic Note
- Timely and quality technical assistance
- Quality and timely inputs to reporting
- Strong relations with partners and stakeholders
- Enhanced best practices and lessons learned documented and circulated

VI. Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Awareness and Sensitivity Regarding Gender Issues
- Accountability
- Creative Problem Solving
- Effective Communication
- Inclusive Collaboration
- Stakeholder Engagement
- Leading by Example

Functional Competencies

- Good programme formulation, implementation, monitoring and evaluation skills
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions and present findings and recommendations
- Good analytical skills
- Good knowledge of gender equality and the empowerment of women
- Good knowledge of at least one of the technical areas: Gender, Programme management, economic development
- Ability to identify and analyze trends, opportunities and threats to fundraising

VII. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • Master’s degree in social sciences, human rights, gender/women’s studies, international development, or a related field is required • A project/programme management certification would be an added advantage
Experience:	<ul style="list-style-type: none"> • 2 years, preferably 3 years, of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building is required; • Experience in the Gender and/or Women Economic Empowerment or Economic Development is an asset; • Experience coordinating and liaising with government agencies and/or donors is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English is required • Knowledge of the other UN official working language is an asset. • Knowledge of online communication tools is an asset.