



TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICERS – (JPOs)

A. General Information

JPO functional title: Programme Analyst, Gender-based Violence

Main sector of assignment: GBV Programme Unit

Country and Duty Station: Dakar, Senegal

Duration of assignment: One-year fixed-term appointment, renewable at least once subject to satisfactory performance.

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

B. Supervision

Title of Supervisor: GBV Programme Coordinator

Content and methodology of supervision:

As part of the UNDP JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly UNDP Results and Competency Assessment (RCA)
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

In addition, the following specific supervision arrangements will apply:

C. Duties and Responsibilities

- Contribute to planning and monitoring of the implementation of the project “ Improving the Health and Wellbeing of Women and Adolescents in Southern Senegal”
- Contribute to the development of the joint program work plan (UNFP-UNICEF) to accelerate the discontinuation of VBG, female genital mutilation and child marriage.
- Ensures that best practices, lessons learned and newly developed gender policies are taken into account in the design, monitoring and evaluation of programs / projects,
- Analyzes and reports on progress in programs / projects in terms of gender outcomes, using existing monitoring and evaluation tools
- Support to the implementation of the activities of Implementing Partners

- Ensures the management of the database on female genital mutilation (FGM / C) and VBG, analysis and dissemination of data.
- Contributes to the development and implementation of the National Plan of Action on GBV, Child Marriage and Female Genital Mutilation.
- Follow-up on expenditures and disbursements made under the work plans and projects to ensure that they are carried out in accordance with the approved budgets and the targeted level of achievement.
- Identifies best practices and lessons learned and shares them with the Office and Program Coordination Structures to facilitate the incorporation of this new knowledge and strategies into strategic planning processes.
- Participates in the advocacy and resource mobilization efforts of the country office by preparing adequate documentation, ie project summaries, conference papers, speeches, donor profiles and by participating in Donor meetings and public information meetings.
- Carry out other duties as required by Senior Management

D. Qualifications and Experience

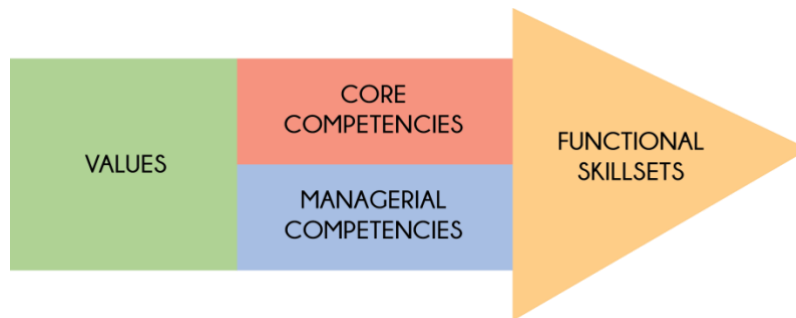
- Postgraduate degree in law, sociology or other social sciences or related fields with specialized knowledge in the field of international relations, political science.
- At least 2 years of experience in Project / Programme Monitoring, Gender, Advocacy and Communication
Prior experience in developing countries is an asset.
- Fluency in French and English.
- Ability to write clearly and concisely.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

E. Learning Elements

Upon completion of the two-year assignment, the JPO will be able to:

- Appraise and prepare projects addressing reproductive health, gender and youth
- Write assessment reports on the subject of reproductive health, gender and youth
- Monitor progress in alleviating bottlenecks using results-based management tools
- Prepare project budgets on the basis of results

F. Required Competencies



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

Functional Skill Set:

- Assist in country advocacy for organization
- Internal and External Communication and partnership
- Gender
- Delivering results-based reports, advocacy tools
- Develop and follow up proposals for funding

G. Background Information

Information on the receiving office:

Total staff of UNFPA Senegal Country office = 37
 Number of International staff = 02
 Number of National staff = 35 as follow
 Number of National staff in the Programme Unit = 20
 Number of National staff in the Operations Unit = 15 included, 6 Drivers and 1 Clerk

Family / Non-family Duty Station– means that you are not allowed to bring any family members:

Family Duty Station

Living conditions at the Duty Station:

Senegal is classified A duty stations with A being the least and E, the most difficult. Categories are arrived at through an assessment of the overall quality of life. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, housing, climate, isolation and level of amenities/conveniences of life. The hardship allowance is paid for assignments at B, C, D and E duty stations; **there is no hardship allowance at A duty stations.**

Below the rate of classification of Dakar and regions made by ICSC

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|---------|------------|-------------|---|--------|
| SENEGAL | Dakar | 01/Jan/2018 | A | SEN001 |
| SENEGAL | Kolda | 01/Jan/2019 | C | SEN014 |
| SENEGAL | Ziguinchor | 01/Jan/2018 | C | SEN029 |