

JOB DESCRIPTION

GENDER PROJECT OFFICER TO THE MINISTRY OF WOMEN'S EMPOWERMENT AND CHILD PROTECTION (MOWECP)

I. POSITION INFORMATION

Post Title	: Gender Project Officer
Recruitment	: Indonesian National
Location	: Jakarta, Indonesia
Duration of initial contract	: until 31 December 2018 with possibility of extension
Direct Supervisor	: National Programme Officer (NPO) on Gender Equality
Type of contract	: Service Contract, administered by UNDP Indonesia
Post Level	: SC-8

II. BACKGROUND

Under the overall guidance of the Representative and direct supervision of the National Programme Officer (NPO) on Gender Equality, the Gender Programme Officer will substantively contribute to the design of UNFPA interventions and strategies and effective management of UNFPA activities to support the UNFPA Indonesia and the MOWECP in their joint responsibilities for ensuring the success of the Gender programme and to manage all activities associated with implementing the Gender Equality, Gender Based Violence (GBV) and harmful practices issues.

The Project Officer is expected to understand UNFPA organizational strategy, policies and programme approach; understand the intersections among gender inequality and poor outcomes in family planning, reproductive health, HIV/AIDS and adolescent sexual and reproductive health; and understand how the gender project fits into UNFPA approach. S/he will analyse and assess relevant political, social and economic trends and provide substantive inputs to project formulation, implementation and evaluation, joint programming initiatives and national development frameworks. S/he will also guide and facilitate the delivery of UNFPA's programmes on gender equality and GBV in harmful practices issues by monitoring results achieved during implementation.

The Gender Project Officer is seated in the Ministry of Women's Empowerment and Child Protection (MOWECP). S/he will report to both the UNFPA NPO on Gender Equality and the Head of Planning and Data Bureau of the MOWECP.

III. DUTIES AND RESPONSIBILITIES

The following are substantive duties and responsibilities:

1. Manage the GBV output of the 9th Country Programme (2016-2020) under the MOWECP execution.
2. Work directly with the UNFPA NPO on Gender Equality and the Head of Planning and Data Bureau of MOWECP to ensure that all of programme plans are implemented and in line with Government programme plans.

3. Support the UNFPA NPO on Gender Equality and the Head of the Planning and Data Bureau of MOWECP in coordinating with technical units within MOWECP on the programme substance.
4. Analyse and report on programme progress on GBV programme in terms of achieving results, using existing monitoring and evaluation tools and introducing new mechanisms and systems; identifies constraints and resource deficiencies and recommends corrective action.
5. In collaboration with Government counterparts, National Commission on Violence Against Women (NCVAW), Civil Society Organizations (CSOs) and other partners including academician, women's group, and young people, prepare and formulate documents required for quality programme implementation, such as work plans, TORs and budgets under MOWECP programme execution.
6. Review, monitor and propose Multiyear Work Plan (MYWP) revisions under output GBV for further approval from UNFPA, monitor expenditures and disbursements to ensure delivery is in line with approved MYWP budgets and to realize targeted delivery levels for the gender programme in accordance to Government and UNFPA Rules and Regulations.
7. Be pro-active in canvassing suggestions for issues which can be fruitfully addressed in Policy Dialogue and bring these to the attention of the Head of Planning Bureau MOWECP and UNFPA Indonesia.
8. Prepare invitation letters and TOR for GBV high level meetings and discussions, and ensure they are provided with the necessary background documents and understand the unconventional rules-of-engagement.
9. Ensure that the MOWECP work plan progress reports are submitted in good quality and in timely manner to Bappenas and UNFPA.
10. In close consultation with UNFPA NPO on Gender Equality ensure provision of timely and quality technical backstopping to MOWECP by identifying the needs and sources for technical assistance and facilitating the provision of supports.
11. Support Head of the Planning and Data Bureau in preparing the Gender Technical Output Working Group (Gender TOWG) meeting materials and conducting regular TOWG meetings.
12. Ensure smooth communications between UNFPA and MOWECP in the progress of programme implementation and facilitate regular discussions to up-date current situations.

General:

1. Facilitate timely and efficient delivery of selected AWP components and address capacity needs as needed.
2. Monitor progress of existing UNFPA - MOWECP work plan; contribute to knowledge products and working closely with the NPO on Gender Equality.
3. Prepare regular progress reports as per the requirements.
4. Collaborate with the NPO on Gender Equality in preparing and providing inputs to policy and programme documents including donor reporting to reflect gender equality and GBV in harmful practices programme.
5. In collaboration with the NPO on Gender Equality, contribute to the analysis and preparation of information sheets and other documents, on UNFPA in Indonesia and/or on specific Programmes:
6. Carry out any other duties as requested by supervisors.

IV. 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:

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

V. RECRUITMENT QUALIFICATIONS

- Master's degree (desirable) or bachelor's degree in Gender Studies, Community Development and Population Studies, Social Science and/or other related fields of study
- A minimum of 2 (two) years (master's degree) or 6 (six) years (bachelor's degree) of professional experience in the realm of gender, population and development, reproductive health and rights in Indonesia, including project management
- Solid understanding of gender related issues and harmful practices issues
- Ability to liaise and affiliate with Government agencies, Development Partners, NGOs, CSOs and Academia and familiar with UN system
- Good writing and reporting skills
- Able to work independently under minimal supervision
- Initiative and sound judgment, highly organized and demonstrate ability to work under pressure to meet tight deadlines
- Able to work with a team, adaptable and output-oriented
- Demonstrate excellent communication and human relation skills
- Native of fluency in Bahasa Indonesia and excellent command in English
- Proficiency in the usage of computers and current office software applications

VI. OTHER INFORMATION

- There is no application, processing or other fee at any stage of the application process.
- Only short-listed candidates will be contacted.
- 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.

Interested and qualified individuals are required to apply through the following link:

<http://jobs.unfpa.or.id/jobs/view/2018-02-02-gender-project-officer-014b83>