**Gender Programme Analyst**

**Job title: Gender Programme Analyst**

**Level: NO-B**

**Position Number:**

**Location: Bissau, Guinea-Bissau  
Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

**Rotational/Non Rotational: Non-Rotational**

**Duration: One year (renewable)**

**The Position:**

The Programme Analyst is located in Guinea-Bissau Country Offices (CO) and, under the guidance of the UNFPA Representative and direct supervision of the Assistant Representative, the NPO - Gender Programme Analyst will be responsible for the Gender and Human Rights related interventions of the Country Programme. He/she will assess and analyze relevant political, social and economic trends, guide and facilitate the delivery of UNFPA’s programmes in collaboration with other colleagues from the country office.

**How you can make a difference:**

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

**Job Purpose:**

The Programme Analyst assists in the design, planning and management of UNFPA’s Country Programme activities in the areas of gender and human rights, by analyzing relevant political, social and economic trends and providing inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Programme Analyst guides the UNFPA programme/ project implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation.

Specifically, S/he will support government and CSO partners on strengthening institutional capacity to mainstream gender in selected institutions; and enhancing community capacity to protect women’s and girls’ rights in the areas of gender-based violence, and gender sensitive and responsive integrated SRH and HIV/AIDS programmes, including contributing to accelerating progress on the ICPD beyond 2030 agenda and SDGs. S/he will also support gender mainstreaming efforts by the Country Office across all programme areas.

**Expect Results and/or functions:**

* Analyzes and interprets the political, social and economic environment relevant to gender equality and human rights, and identifies opportunities for UNFPA partnership and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks, and prepares briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks;
* Expedites and coordinates programme implementation establishing collaborative relationships with implementing partners, experts, government counterparts and other UN agencies. In addition, facilitating timely and efficient delivery of project inputs and addressing training needs of UNFPA staff and counterparts;
* Helps create and document and sharing knowledge about current and emerging gender equality and human rights issues, by analyzing programme, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.
* Mainstreaming of Gender and Human Rights in all Programme Components in the UNFPA Country Office, including gender perspectives in humanitarian preparedness and responses in Guinea-Bissau;
* In collaboration with Government counterparts, NGOs and other partners, contributing to the design and implementation of the country programme and its component projects, aligning with Government priorities and UNFPA programme policies and procedures.
* In partnership with government, UN Agencies, CSOs and private sector facilitates and coordinates the gender thematic group by ensuring an appropriate monitoring and oversight mechanism and system are established and implemented;
* Support UNFPA’s engagement in coordination mechanisms related to Gender equality and human rights;
* Analysing and interpreting the political, social and economic environment relevant to UNFPA activities, and identifying opportunities for UNFPA assistance and intervention.
* Analysing policy papers, strategy documents and national development plans; preparing briefs and inputs for policy dialogue, technical assistance coordination, and development frameworks.
* Assessing implications of new policy developments and strategies on programme execution, and ensuring their integration.
* Assisting in implementing knowledge management strategies to capture lessons learned and best practices, sharing these with management for future planning supporting training needs of project personnel
* Supporting the advocacy and resource mobilization strategy of the CO, by ensuring preparation of relevant documentation, i.e. concept notes, project summaries, conference papers, speeches, donor profiles, and participating in related meetings and public events.

**Qualifications and Experience:**

**Education:**

Master's degree in: social sciences, gender studies, laws as it related to gender and GBV, public administration, public/community health, and/or other related social science discipline.

**Knowledge and Experience:**

* At least three years of professional experience in the field of development and population activities, with experience in project/programme design and management particularly in the area of gender issues, GBV prevention and women empowerment;
* Familiarity and knowledge of the functioning of the UN and its policies will be an added advantage;
* Knowledge of rights-centered approaches and gender mainstreaming in social development and programme/project;
* Experience working with government, other UN Agencies, NGOs and donor institutions;
* Working experience in policy analysis, and advocacy for gender, women empowerment and human rights in the context of sustainable development.

**Languages:**

Fluency in English and Portuguese or Fluency in French and Portuguese; and knowledge of other official UN languages, preferably good writing and speaking skills in English is an asset.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * 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 mobilisation |
| **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 | **Managerial Competencies:**   * Providing strategic focus, * Engaging in internal/external partners and stakeholders, * Leading, developing and empowering people, creating a culture of performance * Making decisions and exercising judgment |

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

**Disclaimer:**

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In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.