



**UN**

**Volunteers**

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organization that supports sustainable human development globally through the promotion of volunteerism and mobilization of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organization you are assigned to.

## **Terms of References**

### **Must be a Belgian citizen to apply**

#### **A. GENERAL INFORMATION**

**POST TITLE:** UNV (Population & Development) – programme officer  
**SECTOR:** Gender  
**DUTY STATION:** Mozambique  
**DURATION:** One Year Initially

#### **B. SUPERVISION**

**Supervisor:** UNFPA Representative and/or UNFPA Deputy and Assistant Representative

#### **Content and Methodology of Supervision:**

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1. Job-related guidance in a timely, constructive and appropriate manner is provided on a continuous basis.
2. The functions of all staff and what is required of the UNV and how this relates to the overall mandate of UNFPA will be explained.
3. All necessary information, rules, policies, equipment and other tools required will be provided.
4. The UNV will have opportunities to use his/her skills and abilities fully and to contribute to the work of the office to the best of his/her abilities.
5. Supervisors will take an overall interest in the UNV's development and provide encouragement and advice on how the UNV can realize his/her potential.
6. There will be opportunities for the UNV to express his/her views on work-related matters.

### **C. DUTIES AND RESPONSIBILITIES**

Under the supervision of the UNFPA Representative and/or Deputy and Assistant Representative, the UNV assists in the formulation, implementation, monitoring and evaluation of the UNFPA Country Programme, Sub-programmes and component projects to ensure that the outcomes are in line with government and UNFPA's policies and procedures. The UNV also serves as a technical resource in her/his field of specialty for all stakeholders of UNFPA country Programme. The UNV will facilitate mainstreaming of gender issues within the UNFPA programmes as well as the Gender Coordination Group in Mozambique. More specifically s/he will be responsible for the following substantive duties and responsibilities:

- Assist in the technical, operational and financial management and monitoring of a portfolio of component projects in the area of gender, with particular attention to gender-based violence undertaken with UNFPA's support;
- Assist in the collection and analysis of national socio-economic data with particular attention to gender disaggregated data and gender based violence;
- Assist in the preparation and formulation of new gender and IEC/BCC project documents required for the implementation of the CP, including project descriptions, work plans and budgets;
- Contribute to larger Country Programme processes such as the formulation of a new Country Programme in particular in ensuring that

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- gender is mainstreamed and that activities focusing on GBV are well integrated;
- Assist the Representative in the implementation of the resource mobilization strategy, in particular in the area of gender and IEC/BCC;
  - Identify jointly with national counterparts alternative approaches and strategies for strengthening gender related activities in Mozambique;
  - Participate in the meetings of the Gender Coordination Group (GCG) and ensure that gender is mainstreamed in the major activities developed by the Chair of the GCG
  - Organize trainings in gender for UNFPA programme staff
  - Facilitate the creation of a bibliography for reference on gender research and training centers.
  - Promote gender awareness in public contexts - also beyond the UN System itself.
  - Assist the Chair of the GCG in coordinating and organizing the Mozambique's participation in international conferences and events on gender;
  - Ensure that the speeches and official communication of the UNFPA Representative take gender issues in consideration (whenever is applicable);
  - Organize and facilitate events for gender sensitization (such as International Women's Day, International day for Elimination of Violence Against Women, organize awareness campaigns etc) in coordination with other UN agencies and the GCG;
  - Facilitate information exchange on gender related issues among the UN agencies;
  - Create (or re-establish) and regularly update a UN web page on gender
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- Promote the consideration of gender perspective within the UNFPA office work and in the programme and projects. Therefore, collaborate in the information exchange with
  - Representative of the government, CSOs and donors; gathers information on gender issues related with UNFPA's mandate; make new contacts and provide technical assistance to Gos, NGOs and CSOs if required.
  - Participate in the identification and formulation of the component projects, by compiling and analyzing information in the subject areas of UNFPA assistance to the Government – particularly in gender issues – support the elaboration of documents and work plans

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- Evaluate project (gender) and programme activities, establishing and implementing mechanisms to systematically assess the achievement of results, conducting field visits, participating in review meetings and evaluation missions and preparing regular inputs to status and progress report
- In coordination with national counterparts and project personnel, guides routine implementation of assigned projects, coordinating the delivery of project inputs, ensuring participation of national counterparts in training activities and study tours.
- Support the advocacy and resource mobilization strategy of the UNFPA Country Office, particularly for gender issues.

#### **D. QUALIFICATION AND EXPERIENCE**

**Must be a Belgian citizen, as this is a position that is fully funded by Belgium**

- § Master level degree in a social science field such as sociology or economics – focussing on gender issues.
- § Fluency in English. Knowledge of an additional UN Language, preferably Spanish, and of Portuguese is highly desirable.
- § Relevant work experience.
- § Personal qualities such as analytical ability, leadership, initiative, adaptability, and sound judgment.
- § Ability to work under pressure.
- § Ability to adapt to new environments, and to establish and maintain good working relations with individuals of different cultural backgrounds.

#### **E. CORPORATE COMPETENCIES**

##### **Valuing Diversity**

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context. Continually examines his/her own biases and behaviours to avoid stereotypical responses.

##### **Working in Teams**

Works collaboratively with colleagues inside UNFPA as well as UNFPA partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to team problems and asks for help when needed. Pursues achievement of common goals.

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**Integrity/ Commitment to the mandate**

Acts in accordance with UN/UNFPA values. Holds himself/herself accountable for actions taken within the given responsibilities and supervision. Does what he/she says he/she will do. Places UNFPA interest first and foremost, including resisting political and personal pressure.

**Self and conflict management**

Makes effective use of oneself – managing moods. Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism.

**Communicating information and ideas**

Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others.

**How to apply:**

Please send cover letter and CV to [robert.toe@unvolunteers.org](mailto:robert.toe@unvolunteers.org) and copy to [analisa.silva@undp.org](mailto:analisa.silva@undp.org) by February 15, 2007.