

# Gender Coordination Officer (National of Sri Lanka only)

Advertised on behalf of :



Location :	Colombo, SRI LANKA
Application Deadline :	05-Jun-22 (Midnight New York, USA)
Time left :	0d 20h 38m
Type of Contract :	Service Contract
Post Level :	SB-4
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	11-Jul-2022
Duration of Initial Contract :	1 year
Expected Duration of Assignment :	1 year

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UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

## Background

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.

### About the Position

UN Women together with the Office of the UN Resident Coordinator, is recruiting a Gender Coordinator Officer to coordinate collective engagement for gender equality and women's empowerment of the UN Country Team in Sri Lanka.

The UNCT in Sri Lanka implemented the UNCT-SWAP Gender Scorecard for the first time in 2020, establishing a baseline for the progress that the UNCT has been making collectively on gender equality and women's empowerment, over the 5-year cycle of the UN Sustainable Development Framework 2018-2022 (UNSDf). A detailed action plan was subsequently developed with the support of Heads of Agencies to initiate the setup of a resource person to lead and coordinate the work of the Gender Thematic Group (GTG) of the UNCT in Sri Lanka, as the Gender Coordination Officer, to ensure progressive improvement on gender equality and women empowerment (GEWE) outcomes, as measured among others against the UNCT-SWAP Gender Scorecard. A first iteration of the position was funded through 2021 by regional sources. In December 2021, the UNCT agreed to provide cost-shared funding to support a new iteration of the position.

The continuation of this position is further expected to guide, strengthen and coordinate joint and collective efforts towards GEWE in the new Cooperation Framework for the period 2023-27, in which gender equality and women empowerment has been collectively agreed to as a dedicated Strategic Priority and Outcome. As the UNSDCF 2023-2027 has been recognized as the "the most important instrument for planning and implementation of the UN development activities at country level in support of the implementation of the 2030 Agenda for Sustainable Development (2030 Agenda)" as per General Assembly resolution 72/279, the role of the Gender Coordination Officer in support of the UNSDCF will help leverage broader strategic engagement on GEWE with a wide range of stakeholders.

## Duties and Responsibilities

Under the overall management of UN Women and matrix supervision of the Head of the RCO, the Gender Coordination Officer will work closely with the Chair of the GTG and will be responsible for the following duties:

### Coordination and strengthening of the UN GTG:

- Provide advice and expertise to the RC, Head of RCO and GTG Chair on the coordination and secretarial functions of the UN Gender Theme Group, in close collaboration with UNCT members.
- Provide advice on the roll-out of a strategy and Annual Work Plans for the UN GTG, in line with the Action Plan stemming from the UNCT SWAP Gender Equality Scorecard exercise and goals of the UNSDF/UNSDCF;
- Facilitate and provide advice to the UN GTG to conduct/organise series of training for relevant UN inter-agency structures on mainstreaming GEWE in SDGs;
- Provide substantive technical inputs to reports, documents, briefing notes, policy briefs on specific thematic issues as relevant;
- Coordinate, consolidate and finalise inputs from GTG members for country and HQ level reports as needed;
- Contribute to strengthening strategic partnerships and coordination for GEWE within the UN System and with external partners, including government and development partners;
- Foster knowledge management and information flow among GTG members, including creating a repository.

### Support to the RCO on coordinating joint efforts for GEWE:

- Coordinate UNCT-wide action on PSEA, including the development, implementation, and reporting on the PSEA Action Plan
- Liaise with the UNSDCF Outcome Groups, ensuring improved coordination between the GTG and these Groups and improved gender mainstreaming in the Groups' work;
- Provide advice and expertise to the RCO with its annual planning and reporting processes in relation to GEWE.
- Document and advocate best practices and lessons learnt for UN System-wide coordination;
- Liaise with regional and HQ offices on developments related to coordination on GEWE;

### Support the UN System on coordinating joint efforts for GEWE:

- Review, analyse and draft summaries of reports and policy documents, and of intergovernmental outcomes, from a gender equality and women's empowerment perspective; and draft documents (i.e. concept notes, briefing notes, talking points and presentations);
- Provide technical advice to the Outcome Group and Joint Work Plan on Gender Equality as part of the UNSDCF 2023-2027.
- Identify and lead UN joint programming opportunities for agencies to deliver on the UNSDCF's Strategic Priority and Outcome on GEWE;
- Undertake gender analysis of joint UN programming;
- Support government and CSO participation in UN and inter-governmental processes on GEWE through coordination and logistical support;
- Conduct briefings and training for relevant government and other stakeholders on relevant processes and mechanisms, as well as key messages, lessons learnt and good practice..
- Foster knowledge management and information flow on UN Coordination on GEWE and inter-governmental processes;
- Contribute to joint UN and donor advocacy efforts for GEWE

Any other related tasks as may be required or assigned by the supervisor.

Over a 12-month period starting from assumption of duties, the incumbent will be expected to deliver the following outputs:

- Provision of up to date and well researched technical expertise on GEWE and SGBV as well as coordination support to the Chair GTG and RCO, taking into account latest UN policies and country context developments.
- Technical support in the finalization of the UNSDCF 2023-2027, contributing towards the standalone Strategic Priority and Outcome on GEWE as well as mainstreaming of gender across all other Outcomes
- Ongoing support for development and implementation of JWP on GEWE under the future UNSDCF 2023-2017.
- Ongoing support to UNCT for implementation of GTG workplan
- Ongoing support to UNCT for implementation updated PSEA action plan
- Continuous UNCT-SWAP GE Scorecard progress reporting, identification of gaps and development of possible UNCT actions through the GTG, in coordination with RCO, ensuring year on year improvements in the UNCT's aggregate score card rating.
- PSEA meetings convened regularly
- GTG meetings prepared, convened and followed up – at least 2 per quarter (8 per year)
- Prepare and monitor annually the PSEA Action Plan
- Frequent drafting of briefing note and concept notes etc for joint initiatives in response to country context developments
- Key Performance Indicators:

Demonstrated support on the planning, implementation and reporting of joint programming as part of UNSDCF 2023-2027 Outcome 6 on GEWE

- Improved performance on UNCT-SWAP Gender Scorecard
- Reflection of gender perspectives in UN joint programming and sectoral areas measurably increased;

The delivery schedule is expected to be used as a guide for the consultant in coming up with the final workplan with realistic timeline for the key deliverables. The schedule may be adjusted to reflect evolving realities.

## 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

- Strong technical expertise, knowledge and understanding of GEWE in Sri Lanka;
- Competency in promoting gender mainstreaming and women's empowerment in development programmes, including practical experience in the context of coordination, strategic partnership, and capacity building on GEWE
- Strong analytical, written and oral communication skills, including good presentation skills;
- Familiarity of the Sustainable Development Goals;
- Ability to conceptualize, develop and use knowledge management strategies to promote effective decision-making and intra/inter-organizational collaboration;
- Ability to work within a diverse team as well as carry out tasks independently;
- Strong planning and organizing skills with ability to identify priority activities and assignments and to use time efficiently;
- Strong problem-solving skills;
- Ability to take decisions and manage political/cultural sensitivities;
- Proficient IT skills;
- Familiarity with results-based management and rights-based programming;
- Familiarity with the UN system
- Effective in establishing and fostering good relations with government counterparts, UN agencies, donors, and NGO partners.

## Required Skills and Experience

### Education and certification

- Master's degree in social sciences, human rights, gender/women's studies, international development, or a related field is required.
- A first-level university degree in combination with five additional years of relevant experience may be accepted in lieu of the advanced university degree.

### Experience

- Minimum 3 years of progressive experience at the national or international level on gender equality, women's empowerment and human rights with a strong background on strategic management and coordinating GEWE within the UN, with government, civil society and other stakeholders.
- Experience in capacity building and training UN, government or stakeholders on gender-mainstreaming.
- Experience in providing substantive technical inputs on GEWE.
- Demonstrated knowledge in the areas of gender and/or Women, Peace and Security.
- Experience in mobilizing resources **desirable**.
- Familiarity with results-based management and rights-based programming **desirable**.
- Familiarity with UN system or other international organizations **desirable**.

### Language Requirements

- Fluency in English and Sinhala/Tamil is required.

### Application:

All applications must include (as an attachment) the completed UN Women Personal History form (P-11) which can be downloaded from <https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-P11-Personal-History-Form.doc>. Kindly note that the system will only allow one attachment. Applications without the completed UN Women P-11 form will be treated as incomplete and will not be considered for further assessment.

Only shortlisted candidates will be notified.

*At UN Women, we are committed to creating a diverse and inclusive environment of mutual respect. UN Women recruits, employs, trains, compensates, and promotes regardless of race, religion, color, sex, gender identity, sexual orientation, age, ability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, competence, integrity and organizational need.*

*If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.*

*UN Women has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UN Women, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All selected candidates will be expected to adhere to UN Women's policies and procedures and the standards of conduct expected of UN Women personnel and will therefore undergo rigorous reference and background checks. (Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.)*

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