The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies, and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

<table>
<thead>
<tr>
<th>Country of Assignment</th>
<th>Uganda</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Institute</td>
<td>UNWomen</td>
</tr>
<tr>
<td>Volunteer Category</td>
<td>International Specialist</td>
</tr>
<tr>
<td>Number of Volunteer</td>
<td>1</td>
</tr>
<tr>
<td>Duration</td>
<td>12 months</td>
</tr>
<tr>
<td>Expected Starting Date</td>
<td>01-04-2021</td>
</tr>
<tr>
<td>Duty Station</td>
<td>Adjumani/Pakelle [UGA]</td>
</tr>
<tr>
<td>Assignment Place</td>
<td>Family Duty Station</td>
</tr>
</tbody>
</table>

Assignment Place Remark

Assignment is open to Japanese Nationals.

Living Conditions

Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Program Analyst, LEAP program</th>
</tr>
</thead>
</table>

Organizational Context & Project Description

The United Nations Entity for Gender Equality and the Empowerment of Women (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.

Placing women’s rights at the centre of all its efforts, the UN Women leads and coordinates the United Nations system-wide efforts to ensure that commitments on gender equality and gender mainstreaming translate into action. It provides strong and coherent leadership and technical advice in support of Member States’ priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women operationalizes this through Flagship Programming Initiatives (FPIs) developed to achieve transformative results for gender equality and women empowerment. The FPIs respond to the expanded agenda for Beijing+20 and the Sustainable Development Goals (SDGs). The main objective of UN Women’s support to Government under Peace and Security is to facilitate Women’s contribution to sustainable peace and see to it that Women benefit from the peace, security, humanitarian nexus with the UN principle of leaving no one behind (LNOB).

At national level, UN Women operates based on the UN Cooperation Framework (2021 -2025), working closely with other UN Agencies and Government to achieve i) Transformative and inclusive governance, peace and justice, ii) Shared prosperity in a healthy environment; and iii) Human wellbeing and resilience with positive cultural norms, in terms of gender and human rights. The above focus aligns with Uganda’s National Development Plan (NDP 3), the SDGs as well as UN Women’s Global Strategic Plan. In the specific area of Humanitarian Action, UN Women and partners implement the Women’s Leadership, Empowerment, Access and Protection (LEAP) in the South Sudanese Refugee Response to empower women and girl refugees, internally displaced persons (IDPs) and their communities to mitigate the impact of multiple crises on their livelihoods, exposure to gender-based violence, and their decision-making capacities.

A gender perspective in humanitarian action is vital to understanding the different needs of women, girls, boys and men in order to generate positive and sustainable outcomes. In times of crisis, gender roles and dynamics change, women often resort to negative coping mechanisms and GBV becomes more prevalent. It is essential to capture these issues in Uganda’s humanitarian response, both at the individual programming level in project design and in programme analysis and development.

In recent months there has been a sudden increase in the humanitarian crisis in Uganda. The Covid 19 Pandemic and insecurity in neighboring countries such as the Democratic Republic of the Congo and South Sudan, has led to an increase of refugees to Uganda. In addition, food insecurity and malnutrition has risen. The aim of the project is to Response to empower women and girl refugees, internally displaced persons (IDPs) and their communities to mitigate the impact of multiple crises on their livelihoods, exposure to gender-based violence, and their decision-making capacities.

**Sustainable Development Goals**

5. **Gender Equality**

**Task description**

Reporting to Programme Management Specialist Adjumani, and under he over all supervision of the UN Women Country Representative, the Programme Officer contributes to the effective management of the LEAP programme in the UN Women Adjumani Office by providing substantive inputs to programme design, formulation, implementation, and evaluation. The Programme Officer guides and facilitates the delivery of UN Women programmes by monitoring results achieved during implementation and ensuring appropriate application of systems and procedures and develops enhancements if necessary. The Programme Officer works in close collaboration with the programme and operations team, UN Women HQ personnel, Government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under portfolio.

1. **Contribute technically to the development of programme strategies in the LEAP Programme.**

   - Provide substantive inputs to the design and formulation of programme/ project proposals and initiatives,
   - Identify areas for support and intervention related to the programme.

2. **Provide substantive technical support to the implementation and management of the LEAP Programme.**

   - Provide technical inputs to the annual workplan and budget,
   - Lead the implementation of programme activities,
   - Coordination of the call/request for proposals, including the organization of technical review committees, and capacity assessment of partners,
- Review, coordinate and monitor the submission of implementing partner financial and narrative reports,
- Support training of partners on Results Based Management and monitor implementation.

3. **Provide technical assistance and capacity development to project/programme partners.**
- Coordinate and provide technical support in the implementation of the LEAP programme activities; develop technical knowledge products.
- Maintain relationships with national partners to support implementation and expansion of the LEAP programme,
- Identify opportunities for capacity building of partners and facilitate technical/programming support and trainings to partners, as needed.

4. **Provide technical inputs to the monitoring and reporting of the programme/project.**
- In collaboration with the Monitoring and Evaluation Officer and the Programme Specialist Humanitarian Action, – collect, compile, analyse and share periodic data/information on programme performance to inform continued programme efficiency and effectiveness,
- Provide analytic and strategic inputs to the Country office plans to ensure the GE/HA specific issues are effectively addressed,
- Collect and compile program activity information, evaluating progress toward achievement of work plans and related program outcomes,
- Ensure that aggregate reports are regularly prepared and submitted on time,
- Monitor progress of implementation of activities and finances using results-based management tools,
- Draft reports on monitoring missions, programme results, outputs and outcomes,
- Provide substantive inputs to the preparation of donor and UN Women reports.

5. **Provide substantive technical inputs to the management of people and finances of the LEAP Programme.**
- Monitor budget implementation and make budget re-alignments/ revisions, as necessary,
- Provide substantive inputs to financial reports.

6. **Provide substantive inputs to building partnerships and resource mobilization strategies.**
- Provide substantive inputs to resource mobilization strategies; analyze and maintain information and databases,
- Prepare relevant documentation such as project summaries, conference papers, briefing notes, speeches, and donor profiles,
- Participate in donor meetings and public information events, as delegated.

7. **Provide technical support to inter-agency coordination on the LEAP Programme to achieve coherence and alignment of UN Women programmes with other partners in the country.**
- Provide substantive technical support to the Program Management Specialist on inter-agency coordination related activities by drafting background reports and briefs.

8. **Provide substantive inputs to advocacy, knowledge building and communication efforts.**
- Develop background documents, briefs and presentations related to the LEAP Programme,
- Coordinate and organize advocacy campaigns, events, trainings, workshops, and knowledge products,
- Coordinate the development of knowledge management methodologies, and products on the LEAP.

Furthermore, UN Volunteers are required to:
- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day).
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country.
- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application.
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers.
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

**Results/Expected Outputs**

---

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

4 Mar 2021
Qualifications/Requirements

Required Degree Level

Master degree or equivalent

Education - Additional Comments

- Master’s degree or equivalent 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 two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- A project/programme management certification would be an added advantage

Required experience

24 months

Experience Remark

- At least 2 years of progressively responsible work experience in development programme/project implementation, coordination, monitoring and evaluation, donor reporting and capacity building.
- Experience in promoting the mainstreaming of gender equality and women’s empowerment in refugee response, disaster contexts and emergency situations is an asset.
- Experience of working in West Nile or Northern Uganda, including in refugee hosting districts is an asset.
- Experience coordinating and liaising with government agencies and/or donors is an asset.

Language

- English (Mandatory), Level - Fluent

Area of Expertise

- Development programme management Mandatory
- Monitoring and evaluation Mandatory
- Gender equality and the advancement of women Mandatory

Area of Expertise Requirement

- Good programme formulation, implementation, monitoring and evaluation skills.
- Good knowledge of Results Based Management
- Ability to gather and interpret data, reach logical conclusions, and present findings and recommendations.
- Good analytical skills
Good knowledge of IASC Guidelines on Gender in Humanitarian Action, Gender and Age Markers SCR 1325, Sendai Framework on DRR, and CEDAW

Ability to identify and analyze trends, opportunities, and threats to fundraising.

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Ethics and Values
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Self-Management
- Technological Awareness
- Working in Teams

Conditions of Service and other information

Condition of Service

Click here to view Conditions of Service

Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.
In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Supervision, induction and duty of care of UN Volunteers** *(Roles and Responsibilities of Host Entities)*

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment.
including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

Application Code  UGAR000709-8967

Application procedure

* Not yet registered in the UNV Talent Pool?
Please first register your profile at https://vmam.unv.org/candidate/signup. Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?
Please first update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

Application deadline: 18 Mar 2021

doa.apply_url  https://vmam.unv.org//candidate/show-doa/VUdBUjAwMDcwOQ==

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.