



Terms of Reference

Title	Programme Officer Regional Thematic Working Group Support
Level of Position	NOA
Contract Type and Duration	Service Contract of 1 year (Renewable subject to performance and budget availability)
Duty Station	Bangkok, Thailand
Closing date	12 September 2010

I. Background

United Nations Development Fund for Women (UNIFEM) as part of UN Women is the women's fund at the United Nations. It provides financial and technical assistance to innovative programmes and strategies to foster women's empowerment and gender equality. Placing the advancement of women's human rights at the centre of all of its efforts, UNIFEM as part of UN Women focuses its activities on four strategic areas:

- Reducing feminized poverty;
- Ending violence against women;
- Reversing the spread of HIV/AIDS among women and girls;
- Achieving gender equality in democratic governance in times of peace as well as war

UNIFEM (part of UN Women) carries a dual mandate. On the one hand, UNIFEM (part of UN Women) is mandated to provide innovative and catalytic programming and financial support to countries to achieve gender equality in line with their national priorities. On the other hand, UNIFEM (part of UN Women) is mandated to strengthen action on gender equality across the United Nations system of development cooperation.

UNIFEM (part of UN Women) coordinates/takes part in a number of inter-agency work at the regional levels. In the Asia-Pacific region, UNIFEM as part of UN Women, through the UNIFEM East and Southeast Asia Sub-Regional Office, co-chairs the Regional Coordination Mechanism Thematic Working Group on Gender Equality and the Empowerment of Women (TWG-GEEW) with the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP). The Terms of Reference of TWG-GEEW indicate that the TWG-GEEW will focus its collaborative activities in three main areas in

accordance with the objectives and specific priority functions, and the general focus of those objectives are to (a) promote “engendered” regional MDG reporting; (b) strengthen regional partnerships for narrowing MDG gender gaps; and (c) enhance advocacy and support for gender-equitable MDG progress in the region. The TOR further explains that the secretariat support to the TWG-GEEW will be provided by UNESCAP and UNIFEM (part of UN Women).

UNIFEM East and Southeast Asia Sub-Regional Office (part of UN Women) also participates in other Thematic Working Groups and inter-agency networks at the regional level in Asia and the Pacific, such as the Regional Thematic Working Group on International migration, the inter-agency group on Youth and the United Nations Girls’ Education Initiative Network, amongst others.

In 2010, UNIFEM will contribute to two major events coordinated as part of the TWG-GEEW platform: the Regional Launch of the Secretary General’s UNiTE Campaign (25 November 2010) and the Launch of the Asia Pacific High Level Advocacy Group on Women, Peace and Security and the Capacity Development Workshop on Women, Peace and Security (6-7 October 2010).

UNIFEM (part of UN Women) is seeking a qualified Programme Officer - Regional Thematic Working Group Support to provide coordination support in the areas of Regional Thematic Working Groups and regional networks which UNIFEM (part of UN Women) co-chairs or participates as well as contribute to successful events on the Asia Pacific Regional Component of the Secretary General’s UNiTE Campaign.

II. Duties and Responsibilities:

Under the overall supervision of the Regional Programme Director of UNIFEM ESEASIA and direct supervision of the National Programme Officer, the Programme Officer - Regional Thematic Working Group Support will perform the following tasks:

1. Secretariat support to the RCM TWG-GEEW

The Programme Officer shall serve as the focal point of UNIFEM (Part of UN Women) in the joint UNIFEM-UNESCAP Secretariat team of the TWG-GEEW and shall coordinate with the Gender Section in UNESCAP in the following:

- (a) Secretariat tasks to support the smooth and efficient organization of TWG-GEEW**
 - Prepare the meeting agendas and background documents to be distributed in advance of the TWG-GEEW and Task Force meetings.
 - Prepare/Review the summary record of each meeting.

- (b) Secretariat tasks to assist with coordination functions, as well as monitoring and follow-up on meeting outcomes**
 - Monitor the status of follow-up action taken by TWG-GEEW members as required under agreed meeting recommendations and outcomes set out in the record of each TWG-GEEW and in liaising with TWG-GEEW members concerned.
 - Regularly update the documentation on follow-up actions.
 - Coordinate with UNESCAP in arranging for records and submitted documents relating to each TWG-GEEW and meeting to be posted on the TWG-GEEW website.

(c) Perform any other task (s) relating to the secretariat support required for the TWG-GEEW (e.g. research, review and editing of document texts)

(d) Document preparation and record keeping of TWG-GEEW meeting and related issues for UNIFEM

- Prepare background documents for the RPD/OIC as TWG-GEEW Co-chair and for the representative from UNIFEM for each TWG-GEEW meeting and related meeting.
- Prepare talking points for the RPD/OIC as TWG-GEEW Co-chair.
- Keep up-to-date records and filing of documents of the TWG-GEEW meetings and decisions

2. Support to UNIFEM's contribution to the Asia Pacific Regional Component of the Secretary General's UNiTE Campaign

- Conduct mapping and keep abreast of UNIFEM as part of UN Women's work in the region within the framework of the five outcomes.
- Provide substantive inputs to the conceptual framework of UNIFEM's work and contribution towards the launch of the Asia Pacific Component of the Secretary General's UNiTE Campaign.
- Work closely with the TWG-GEEW, as contribution from UNIFEM (part of UN women), on the list of invitees, invitations, confirmation and logistical preparation for the regional launch.
- Maintain updates on national consultations on the Secretary General's UNiTE Campaign and consolidate results of the national consultations as inputs to the regional launch of the Campaign.

3. Coordination of Regional Thematic Working Groups and Regional Networks

- Keep abreast of the current situation and update of progress of work with regards to the Regional Thematic Working Groups and regional networks of which UNIFEM (part of UN Women) is member in view of their potential linkage with the work of TWG-GEEW and of potential areas of collaboration by UNIFEM (part of UN Women).
- Maintain data and information regarding outcomes and on-going discussions of the Regional Thematic Working Groups and regional network of which UNIFEM (part of UN Women) is a member.
- Channel relevant information and regular updates to regional programme focal points and country programme offices in a timely manner.
- Provide logistical and coordination support to the relevant focal point of Regional Thematic Working Groups and regional networks in an event of a special meeting that is hosted by UNIFEM (part of UN Women) as required.
- Coordinate activities that are joint collaboration between/amongst Regional Thematic Working Groups and regional networks.
- Follow up on actions of joint initiatives/collaboration between/amongst Regional Thematic Working Groups and regional networks including maintenance of records.

- Prepare consolidation and updates on contribution of UNIFEM (part of UN Women) in the work progress and results of Regional Thematic Working Groups and regional networks in semi-annual reports and annual reports of UNIFEM (part of UN Women).

Competencies

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability apply conceptual models in support of formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
- Good knowledge of the Results Management Guide and Toolkit
- Strong IT skills
- Ability to lead implementation of new systems

Management, Coordination and Leadership

- Focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Demonstrates strong coordination skills and ability to work independent to deliver agreed results and meet strict deadlines
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Very good interpersonal skills. Proven ability as a team player.

Qualifications:

1. Master's Degree or equivalent in political or social sciences or related field.
2. At least 3 years of relevant experience at the national or international level in providing management advisory services and hands-on experience in design, monitoring and evaluation of development projects.
3. Experiences in inter-agency coordination, particularly in the inter-governmental and/or governmental settings.
4. Experience in preparing high level meeting and coordinating with multiple entities and participants in this regard. Experience in preparing background documents, agenda and talking points for such meeting.
5. Knowledge and familiarity project management, meeting management and coordination, document preparation and editing.
6. Familiarity with UN policies and procedures and asset.
7. Experience in the use of computers and office software packages.
8. Fluency in spoken and written English and Thai required.

Closing date for applications is 12 September 2010. Applications should be in English. Please submit a brief cover note, and an up-to-date CV with full contact details and personal data. Please do not include photographs.

Please send your application to:

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Rajdamnern Nok Avenue
Bangkok 10200 Thailand
Fax: + (66) 02 280 6030
Email: info.th@unifem.org

Only short-listed candidates will be contacted.