



## TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICERS – (JPOs)

---

### A. General Information

<b>JPO functional title:</b>	<b>Programme Analyst, Gender</b>
<b>Main sector of assignment:</b>	<b>Gender</b>
<b>Country and Duty Station:</b>	<b>Zambia, Lusaka</b>
<b>Duration of assignment:</b>	One-year fixed-term appointment, renewable at least once subject to satisfactory performance.

The UNFPA Junior Professional Officer (JPO) Programme is intended to provide on-the-job training for young professionals who wish to obtain practical experience in development assistance. It gives them an opportunity to acquire professional knowledge in population projects in a developing country.

### **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. To find out more, click [here](#).

### B. Supervision

**Title/Level of Supervisor: Deputy Representative**

**Content and methodology of supervision:**

As part of the UNFPA JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results

- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties
- Annual performance appraisal and development with the supervisor (PAD).

In addition, the following specific supervision arrangements will apply:

**C. Duties and Responsibilities**

- Support UNFPA Country Office in the role of leading both Gender Cooperating Partners Group and the UN Interagency Gender Group.
- Contribute to integrating gender equality and women's empowerment throughout UNFPA Zambia 9th Country Programme as outlined in work plans with Government of Zambia and Civil Society Organisations.
- Collect and provide information and support capacity-building of implementing partners and UNFPA Zambia programme staff on how to strengthen gender transformative programming.
- Work to effectively measure impact of UNFPA Zambia programmes aimed at gender transformation and to document results of programme.
- Work with implementing partners and other partners (UN, Government, traditional leaders, safe spaces) to facilitate their effective participation in community mobilization aimed at gender transformation.
- Prepare basic communication and promotional material for advocacy, visibility and information to media including community radios and for high level visits by UNFPA staff, donors and others.
- Perform all other relevant duties and assist with other tasks as required from the country office.

**D. Qualifications and Experience**

- Postgraduate degree in social sciences or related fields with specialized knowledge in the field of gender.
- At least 2 years of experience in work aimed at gender equality and women's empowerment. Prior experience in sexual and reproductive health and rights and/or ensuring women's access to justice will be considered an asset. Prior experience in developing countries is an asset.
- Fluency in English.
- Ability to write clearly and concisely
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds

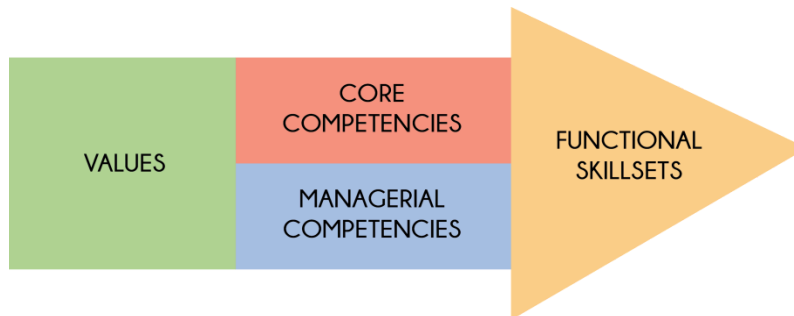
**E. Learning Elements**

Upon completion of the two-year assignment, the JPO will be able to:

- Understand the work of UNFPA and the UN Country Team in Zambia on gender equality and women's empowerment
- Gain an in-depth understanding of the Zambia country context and the status of women and youth in Zambia.
- Appraise and prepare projects addressing gender equality especially in relation to sexual and reproductive health and rights.

- Write assessment reports on the subject of gender transformative programming that addresses root causes of gender based violence and gender inequality more broadly.
- Monitor progress in reducing adolescent pregnancies, gender based violence, increase uptake of family planning.

## F. Required Competencies



**Values:** Exemplifying integrity, Demonstrating commitment to UNFPA and the UN System, Embracing cultural diversity, Embracing change.

**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

## G. Background Information

### **Information on the receiving office:**

UNFPA Zambia Country Office is a vibrant team of 36 people (33 national and 3 international), based mainly in Lusaka and three sub-offices. The JPO will report to the office of the Deputy Representative and will work closely with the SRH, ASRH and Gender teams.

### **Lusaka is a Family Duty Station**

#### **Living conditions at the Duty Station:**

Zambia is a very peaceful and safe country. Housing, while relatively expensive, is readily available. The climate is pleasant and very easy to adjust to. The UN offices are located in the capital Lusaka, which along with Copperbelt are the two main urban centers. Medical services are readily available in Lusaka. There are many tourist attractions within easy access of Lusaka.

#### **Transforming our World: The 2030 Agenda for Sustainable Development**

On 25 September, the United Nations General Assembly unanimously adopted the Resolution 70/1, [Transforming our World: the 2030 Agenda for Sustainable Development](#). This historic document lays out the 17 [Sustainable Development Goals](#), which aim to mobilize global efforts to end poverty, foster peace, safeguard the rights and dignity of all people, and protect the planet.