

I. Position Information

Job Title: Programme Analyst, Humanitarian Department: Country Office Reports to (Title/Level): Women Economic Empowerment Specialist, I-UNV	Type of contract: Service Contract (SC) Current grade: SB4 Duty station: Bujumbura Contract period: 12 months (renewable depending on budget availability) Application deadline: 31ST December,2020 Starting date: February ,2021
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II. Organizational Context

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.

By placing the rights of women at the center of all its efforts, UN Women leads and coordinates the efforts of the United Nations system to ensure that commitments to gender equality and gender mainstreaming translate into actions around the world. It provides strong and consistent leadership in support of member states' priorities and efforts, by establishing effective partnerships with civil society and other stakeholders.

UN Women Burundi's Strategic Note 2019-2023 aligns with UN Women's Global Strategic Plan 2018-2021, the National Development Plan 2018-2027, the National Gender Policy (PNG) and UNSC Resolution 1325 action plans for 2017-2021, UNDAF (2019-2023) and the United Nations Resilience Framework. It captures the triple mandate of UN WOMEN (Normative, Coordination and Programmatic) aimed at supporting government and partners to achieve lasting results for Gender Equality and the Empowerment of Women, building on its comparative advantages.

The strategic note prioritizes three outcomes; i) An environment for the implementation of WPS commitment is enabled in Burundi through the participation and influence of key governmental and non-governmental stakeholders'; ii Women, including those in refugees/ IDPS camps and other vulnerable situations, experience enhanced safety, security, physical and mental health, and their human rights respected in conformity with ratified regional and international instruments'; iii) Women and girls participate in and benefit from socio-economic recovery opportunities in the context of peace and resilience-building'.

Hence, UN Women Burundi is structured in three main components: (1) Women Leadership and Participation/ Women Peace and Security (LPP/WPS); (2) End of Violence Against Women and Girls/Human Rights (EVAWG) and (3) Women Economic Empowerment (WEE).

In the context of achieving the output "Women and girls contribute and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and from humanitarian action", Burundi Country Office.

Working in close collaboration with all other programme specialists and Reporting to the Programmed Specialist WEE, the Programme Analyst contributes to the effective management of UN Women programmes by providing substantive inputs to Humanitarian programme design, formulation, implementation and evaluation. The Programme Analyst guides and facilitates the delivery of UN Women humanitarian interventions by monitoring results achieved during implementation and ensuring appropriate application of required systems and procedures. The Programme Analyst works in close collaboration with the programme and operations team, UN Women HQ staff, Government officials, multi and bi-lateral donors and civil society ensuring successful UN Women programme implementation under this portfolio.

Moreover, the Humanitarian Programme Analyst will oversee the development of Humanitarian activities cross-cutting in all the Programme areas, provide capacity building to Burundi Office and IPs on gender in humanitarian action, establish and strengthen partnerships, and develop relevant knowledge products on this area.

III. Functions

- 1. Contribute technically to the development of programme strategies in the area of Humanitarian**
 - 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 Humanitarian action under country portfolio**
 - Provide technical inputs to the annual workplan and budget;
 - Lead the implementation of programme activities;
 - Lead the coordination of the call/request for proposals;
 - Review, coordinate and monitor the submission of implementing partner financial and narrative reports;
 - Train 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 programme activities; Develop technical knowledge products
 - Maintain relationships with national partners to support implementation and expansion of the Humanitarian area in programme;
 - Identify opportunities for capacity building of partners and facilitate technical/ programming support and trainings to partners, as needed.
- 4. Provide substantive technical inputs to the management of people and finances of the Humanitarian area programme**
 - Monitor budget implementation and make budget re-alignments/ revisions, as necessary;
 - Provide substantive inputs to financial reports;
 - Supervise Programme Associates and Assistants.
- 5. 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.
- 6. Provide technical support to inter-agency coordination on Humanitarian area to achieve coherence and alignment of UN Women programmes with other partners in the country**
 - Provide substantive technical support to the Representative on inter-agency coordination related activities by drafting background reports and briefs in collaboration with the Humanitarian JPO.

7. Provide substantive inputs to advocacy, knowledge building and communication efforts

- Develop background documents, briefs and presentations related to Humanitarian area;
- Coordinate and organize advocacy campaigns, events, trainings, workshops and knowledge products;
- Coordinate the development of knowledge management methodologies, and products on Humanitarian area.

8. Manage advocacy and communication efforts of humanitarian action

- During emergency response, develop and implement communication and advocacy messages and contribute inputs to strategies on key gender and protection concerns;
- Develop information, education and communication (IEC) materials, press releases, situation reports, alerts and contribute gender and protection-related inputs to documents prepared by the Office for the Coordination of Humanitarian Affairs (OCHA).

9. Manage knowledge building and sharing for humanitarian action

- Identify and disseminate lessons learnt and good practices in collaboration with other country offices;
- Ensure technical skills and knowledge are shared within and among the Country Office.

10. Perform other tasks as requested by the Supervisor

IV. Key Performance Indicators

- Timely and quality inputs to programme development
- Timely and quality implementation of Programme/Portfolio/ activities against set workplans, timelines, and budgets, in line with the Strategic Note
- Timely and quality technical assistance
- Quality and timely inputs to reporting
- Strong relations with partners and stakeholders
- Enhanced best practices and lessons learned documented and circulated

V. 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

- 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

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| <ul style="list-style-type: none"> • Good knowledge of Humanitarian technical area • Ability to identify and analyze trends, opportunities and threats to fundraising |
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VI. Recruitment Qualifications

Education and certification:	<ul style="list-style-type: none"> • 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 <u>may be accepted</u> in lieu of the advanced university degree. • A project/programme management certification would be an added advantage
Experience:	<ul style="list-style-type: none"> • 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 the humanitarian areas with a particular focus on gender and protection in emergencies; • Experience coordinating and liaising with government agencies and/or donors • Technical experience in inter-agency coordination, preferably protection cluster coordination in a natural disaster setting; • Experience in policy analysis and strategic planning; • Experience working with, and building partnerships with governments, donors and civil society organizations ; • Experience working with the UN is an asset
Language Requirements:	<ul style="list-style-type: none"> • Fluency in French and English is required • Knowledge of the other UN official working language is an asset; • Knowledge of Burundi Context is an asset.

LES CANDIDATURES FEMININES SONT ENCOURAGEES