**Terms of Reference**

**Job title: GBV Programme Analyst**

**Level: NO-B**

**Position Number: 00188808**

**Location: Kyiv, Ukraine  
Full/Part time: Full-Time**

**Fixed term/Temporary: Fixed Term**

**Rotational/Non Rotational: Non-Rotational**

**Duration: One year (renewable)**

**The Position:**

Under the supervision of the UNFPA GBV Programme Manager, the GBV Programme Analyst

contributes to the design, coordination, implementation and reporting on designated project streams within GBV Programme with the focus on strengthening mechanisms for ensuring security and protection from GBV in Ukrainian society in humanitarian, early recovery and development context at the national and subnational levels.

**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. 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.

Through its GBV Response and Prevention Programme, UNFPA contributes to improving protection and security of women and girls, and thus, their willingness to participate in community life, including in war-affected communities. Women’s engagement and empowerment in community dialogue, including in displacement, is essential for laying a strong foundation for recovery and sustainable peace and development.

UNFPA is seeking highly-motivated candidates that share our passion of making a sound contribution to creating a Ukrainian society free from gender-based violence. We need strong professionals who are innovative, exceptional in how they manage the resources entrusted to them and committed to deliver excellence in programme results.

**Job Purpose:**

Working within the Country Office (CO) environment, the GBV Programme Analyst is one of the key programme team members, playing a vital role in providing guidance, ensuring smooth planning, implementation and monitoring of programme activities at the national and subnational levels. S/he ensures that all activities are carried out in accordance with the UNFPA rules and procedures as well as donors’ requirements. S/he is responsible for contributing to the achievements of programme objectives and quality management throughout the programme life cycle.

S/he works in a client, quality and results-oriented manner in close collaboration with all GBV Prevention and Response Programme personnel, other units of the UNFPA CO and UN agencies to exchange information and ensure smooth Programme functioning in line with the approved work plans, indicators and milestones (Programme Results Framework).

**You would be responsible for:**

* In collaboration with Government counterparts, NGOs and other partners, contributing to the design and implementation of the country programme and its emergency response plans in line with Government priorities and UNFPA programme policies and procedures.
* Ensuring quality of programme/project design, incorporating lessons learned, developed policies and best practice, and establishing appropriate monitoring and oversight mechanisms and systems.
* Assessing implications of new policy developments and strategies on GBV Programme execution, and ensuring their integration in relevant Programme strands.
* Coordinating implementation of GBV Programme at national and subnational levels, analysing and interpreting information relevant to UNFPA’s role and identifying opportunities for UNFPA UNFPA assistance and intervention in tackling GBV.
* Applying best global practice to maximise impact of GBV Programme activities, establishing ways to systematically assess progress and recommending corrective action as needed; conducting field visits, participating in review meetings and evaluation missions to ensure effectiveness of UNFPA GBV programming.
* Expediting and coordinating implementation of relevant GBV Programme strands, establishing collaborative relationships with implementing partners, experts, private sector, government counterparts and other UN agencies facilitating timely and efficient delivery of UNFPA interventions in line with approved budgets.
* Ensuring robust management of UNFPA resources and assets, in line with UNFPA policies and procedures and donor requirements.
* Preparing progress reports in line with UNFPA and donor reporting requirements, presenting evidence of impact of UNFPA interventions; developing briefs and inputs for policy dialogue, technical assistance coordination and development frameworks.
* Conducting effective advocacy activities and campaigns with key partners and stakeholders to strengthen UNFPA GBV programming, increase reach of target beneficiaries, including most vulnerable, and enhance impact and sustainability of UNFPA interventions.
* Contributing to implementation of knowledge management strategies and documenting UNFPA work to capture lessons learned and best practices, sharing these with management for future planning.
* Supporting the advocacy and resource mobilisation efforts of the CO by preparing relevant documentation (i.e. project summaries, conference papers, speeches, donor profiles), developing project proposals and participating in related meetings and public events.
* Building strong technical and programme partnerships for advocacy of ICPD agenda through national institutions, networks, alliances and coalitions; monitoring and updating on existing and potential partnerships for UNFPA in the domain of GBV response and prevention.

**Qualifications and Experience:**

**Education:**

Advanced degree in health, population, demography and/or other related social science discipline.

**Knowledge and Experience:**

* Minimum two years of relevant professional experience
* Strong experience in design, monitoring and evaluation of humanitarian and development projects
* Strong technical knowledge of GBV
* Excellent analytical skills and creative faculty, as evidenced by developed intellectual products, designed interventions and innovative solutions implemented in work
* Excellent interpersonal skills with experience of effective coordination with national government, donors, civil society and/or private sector
* Experience using office software packages and web-based management systems.

**Languages:**

Fluency in English and Ukrainian.

**Required Competencies:**

| **Values:**   * Exemplifying integrity, * Demonstrating commitment to UNFPA and the UN system, * Embracing cultural diversity, * Embracing change | **Functional Competencies:**   * Advocacy/ Advancing a policy-oriented agenda * Leveraging the resources of national governments and partners/ building strategic alliances and partnerships * Delivering results-based programmes * Internal and external communication and advocacy for results mobilisation |
| --- | --- |
| **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 | **Managerial Competencies:**   * Providing strategic focus, * Engaging in internal/external partners and stakeholders, * Leading, developing and empowering people, creating a culture of performance * Making decisions and exercising judgment |

**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.