**Terms of Reference**

**POSITION TITLE:** GBV Sub-Cluster Assistant

**POST LEVEL**: Service Contract, SB3/Min

**DURATION:**  one yearwith possible extension

**POSITION:** 00186330

**REPORTS TO:** GBV Sub-Cluster Coordinator in Ukraine

**Duty Station:** Kyiv

**Full/part time**: Full time

1. **Background**

Since the start of the war in Ukraine on 24 February 2022, more than 10 million people had been forcibly displaced with more than 3.7 million fleeing to the neighboring countries out of which the majority are women and children. GBV risks sharply increased due to military activities, massive displacement of population and deteriorating security situation in a country where prevalence of various forms of GBV was already high (the 2018 OSCE survey revealed two thirds of women experiencing either sexual, physical or psychological violence since the age of 15 years) before the war. With the growing number of reports and anecdotal evidence on conflict related sexual violence, threats of trafficking for sex, sexual harassment and other forms of violence, strengthening coordination for GBViE prevention and response was prioritized by the UNFPA, the lead agency in support of the GBV Sub-Cluster.

The Gender-Based Violence Sub-Cluster (GBV SC) was established in 2014 as a Protection Sector subgroup to deal with Gender-Based Violence in humanitarian setting, with a specific focus on sexual violence being the most immediate and dangerous type of violence. The working group also addresses other forms of GBV such as sexual exploitation and abuse, trafficking, domestic violence and other manifestations of GBV.

**II. Scope of Work**

The Assistant will support the GBV Sub-Cluster Coordinator to perform responsibilities in terms of providing leadership, advice and technical assistance to the Humanitarian Coordinator and the Humanitarian Country Team on GBViE. More specifically the Assistant will perform the following key functions:

* Assist the GBV SC Coordinator in:
  + Managing the schedule of meetings, arranging meetings, roundtables, seminars and other events related to the work of the GBV SC, taking notes and producing related reports;
  + contributing to data collection, analysis and maintenance of SC files and related databases, including mapping of contacts of governmental and non-governmental institutions, local authorities, academia, CSOs, NGOs, IOs, other relevant organizations or programmes;
  + assisting with written and oral translations and interpretation when needed;
  + preparing inputs for different types of GBV SC reports;
  + following-up on implementation of assigned tasks (including meetings, reporting and others);
  + assist in planning and arranging travel within the country and outside;
  + ensure optimal communication flows within the GBV SC team, with the relevant personnel of the HCT/humanitarian clusters, UNFPA (as the lead agency for coordinating GBViE), SC partner organizations, government (at central, local and regional levels), IOs, national and international NGOs, academia and others;
  + perform other duties as might be required.

**Qualifications and Experience:**

* At least 3 years of relevant professional experience of working in the field of administration, project management, programme/project support service, finance and/or other related fields;
* Experience of working in/with the area of social policy, humanitarian response, GBV, gender mainstreaming will be a strong asset;
* Experience in preparing workshops, seminars, training events, round tables and conferences;
* Experience in research assistance, in particular conducting desk reviews and preparing analytical notes, briefs and presentations in visually compelling ways;
* Experience of working on similar positions with international organisations/projects will be considered as an advantage;
* Knowledge of ATLAS system and/or UN procedures and working methods, particularly UNFPA policies and procedures will be an advantage;
* Proficiency in MS Office package, Google applications and teleconferencing tools;
* Strong interpersonal and organizational skills, ability to multitask and be detail-oriented;
* Good written and verbal communication skills.

**Education:**

Bachelor Degree in Social Sciences, International Relations, Gender Studies, Project Management, Finance, Business Administration or related field is required.

**Languages:**

Fluency in English, Ukrainian and Russian.

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| **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 |  |

**Please apply through link** [**GBV SC Assistant**](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=41721&SiteId=1&PostingSeq=1) **by May 9. 2022**