

## Programme Analyst

ONSITE

NEPAL

### GENERAL INFORMATION

<b>Host Entity:</b>	UNWomen
<b>Country of Assignment:</b>	Nepal
<b>Duty station:</b>	Kathmandu
<b>Volunteer Category:</b>	National UN Volunteer Specialist
<b>Number of Assignment(s):</b>	1
<b>Expected Start Date:</b>	01/08/2025
<b>Duration:</b>	11 month(s)
<b>Possibility of Extension:</b>	No
<b>Sustainable Development Goal:</b>	5. Gender equality
<b>DoA ID:</b>	1784888021261491

### DETAILS

#### ORGANISATION MISSION AND OBJECTIVES

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The Government of Nepal has adopted important normative frameworks for women's human rights, including the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), Beijing Declaration and Platform for Action, 2030 Agenda and its Sustainable Development Goals, and UN Security Council Resolutions 1325 and 1820. These commitments are enshrined in the Constitution of Nepal and efforts are being taken to ensure that all laws and policies conform with the constitutional provisions on gender equality. 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. Established by General Assembly resolution 64/289 of 2 July 2010 on system-wide coherence, with a mandate to assist the Member States and the United Nations system to progress more effectively and efficiently towards the goal of achieving gender equality, women's empowerment, and upholding women's rights, UN Women's global programmatic priorities for the period 2018-2022 are: (a) a comprehensive and dynamic set of global norms, policies and standards on gender equality and the empowerment of all women and girls is strengthened and implemented; (b) women lead, participate in and benefit equally from governance systems; (c) women have income security, decent work, and economic autonomy; (d) all women and girls live a life free from all forms of violence; and (e) women

## **ASSIGNMENT CONTEXT**

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Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between all genders as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates the efforts of the United Nations System to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of national priorities and efforts, building effective partnerships with government, civil society and other relevant actors.

Through its work, UN Women seeks to contribute to transforming discriminatory social norms and eliminating harmful practices and behaviors, including violence against women. All of the above contribute to fulfilling Nepal's obligations to international treaties and commitments, including regular reporting on progress related to the Sustainable Development Goals (SDGs), the Beijing Platform for Action, and to the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW). UN Women has been advancing its efforts in Nepal in accordance with its unique role and triple mandate (normative, operational and coordination) and lessons learnt to achieve gender equality and empower women and girls in Nepal to realize their human rights.

## **TASK DESCRIPTION**

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Under the direct supervision of Programme Specialist of Gender Responsive Inclusive Governance Thematic Area, the National UN Volunteer Specialist will:

### **Programme Management and Implementation Support**

- Provide coordination and project management support, acting as the focal point for minimum three programme partners and liaising with key stakeholders and agencies to ensure effective implementation and monitoring of projects.
- Coordinate with executing/partner agencies, including implementation of projects, entering project functions into UN Women's online financial and programme management systems, finalisation of contribution agreements, determination of required revisions, coordination of mandatory and budget re-phasing exercises, and closure of projects upon reporting and review.
- Support the Gender Responsive Inclusive Governance thematic area in the review and finalisation of partner narrative and financial reports along with all relevant annexes
- Support the Gender Responsive Inclusive Governance thematic area for the preparation of bi-annual and annual report and relevant donor reports

### **Research, Analysis, and Knowledge Management**

- Review concept notes and proposals developed by the Gender Responsive Inclusive Governance thematic area, and support the programme team with draft versions.
- Contribute to the review of relevant global and national policy documents related to governance, women, and violence against women to advance Gender Equality and Women's Empowerment
- Support the Gender Responsive Inclusive Governance thematic area with any relevant programming request as and when required

Furthermore, UN Volunteers are encouraged to integrate the UN Volunteers programme mandate within their assignment and promote voluntary action

through engagement with communities in the course of their work. As such, UN Volunteers should dedicate a part of their working time to some of the following suggested activities:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Provide annual and end of assignment self- reports on UN Volunteer actions, results and opportunities.
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.
- Project management of minimum of three partners
- Programme implementation, reporting and monitoring of initiatives under the Gender Responsive Inclusive Governance Thematic unit.
- Support in the preparation of project work plan, budgets, and proposals on programme implementation arrangements,
- Coordination support with key stakeholders and partners agencies for effective implementation and monitoring of projects,

## ELIGIBILITY CRITERIA

<b>Age:</b>	18-80
<b>Nationality:</b>	Candidate must be a national or legal resident of the country of assignment.
<b>Required experience:</b>	3 year(s)

## ASSIGNMENT REQUIREMENTS

### REQUIRED RELEVANT EXPERIENCE

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3 year(s)

### SKILLS AND EXPERIENCE

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At least 3 years of experience in programme management or implementation support, development programmes, coordination, and technical assistance in the areas of gender equality and social inclusion.

- Demonstrated professional working experience in the fields of gender equality and women's empowerment is a strong plus.
- Experience coordinating and liaising with government agencies, donors and/or civil society partners and stakeholders is an asset.
- Excellent oral and written skills; excellent drafting, formulation, reporting skills;
- Accuracy and professionalism in document production and editing;
- Ability to work and adapt professionally and effectively; ability to work

effectively in a multicultural team of international and national personnel;

- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; familiarity with database management; and office technology equipment;
- Self-motivated, ability to work with minimum supervision; ability to work with tight deadlines;
- Have affinity with or interest in Governance Area volunteerism as a mechanism for durable development, and the UN System.

## **REQUIRED EDUCATION LEVEL**

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Bachelor's degree in social work, law, economics, gender/women's studies, political science, or related discipline. Master's degree in related field is desired.

## **LANGUAGE**

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<b>Language</b>	<b>Proficiency</b>	<b>Required</b>
Nepalese	Fluent	Yes
English	Fluent	Yes

## **COMPETENCIES AND VALUES**

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**Integrity and professionalism:** demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.

**Accountability:** mature and responsible; ability to operate in compliance with organizational rules and regulations.

**Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.

**Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.

**Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

**Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information

and knowledge to a wide range of different target groups.

Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary.

Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

## **OTHER INFORMATION**

### **LIVING CONDITIONS AND OTHER REMARKS**

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Kathmandu, the capital of Nepal, lies under the Phase 1 of the UN Security classification, but is subject to change depending on the development of the security situation. Living conditions in Kathmandu are good. Comfortable inexpensive flats (furnished and unfurnished) are available in Kathmandu. Both imported and local foods and clothing are abundantly available. There is a short supply of water while it is also not safe to drink without treatment. Public transport is easily available and generally reliable though traffic congestion is extremely high. Kathmandu has a temperate climate with coldest temperature reaching just above zero at the night during the winter and mild but humid during the monsoon period, mid-June to end September. <https://www.unv.org/>

### **INCLUSIVITY STATEMENT**

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United Nations Volunteers is an equal opportunity programme that welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, care protected characteristics. As part of their adherence to the values of UNV, all UN Volunteers commit themselves to combat any form of discrimination, and to promoting respect for human rights and individual dignity, without distinction of a person's race, sex, gender identity, religion, nationality, ethnic origin, sexual orientation, disability, pregnancy, age, language, social origin or other status.

### **SCAM WARNING**

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The United Nations does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

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