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Current opportunities

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Programme Specialist (Gender Capacity), P-4, Gender Section, PD, New York Headquarters, USA, # 103439

Apply

Job Number: 511072 | [Vacancy Link](#)

Locations: Headquarters Locations: United States

Work Type : Fixed Term Staff

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every girl and boy, everywhere, every day, to build a better world for everyone.

And we never give up.

For every girl and boy, a future

Addressing gender inequality is integral to UNICEF's work. To achieve results for girls, boys and women, especially the disadvantaged, UNICEF sets forth in its mandate, Strategic Plan 2018-21 and Gender Action Plan 2018-21 essential goals to address one of the most fundamental inequalities that exist in all societies – gender inequality. For more information, please visit our website: [Here](#)

How can you make a difference?

You will lead the overall coordination and management of UNICEF's gender capacity strengthening and credentialing portfolio of work. You will leverage the strong existing human resource infrastructure and professional gender capacities and efforts of UNICEF Headquarters (HQ) and Regional Offices to amplify organizational commitment and understanding of what is needed and required to shape successful gender capacity development and credentialing initiatives that are in line with respective organizational policies and procedures. Along with senior gender and other thematic experts, you will lead key external relationships including donors and sub-grantee vendors. You will also be responsible for quality assurance, monitoring and evaluation, knowledge management and communication for this area of work.

Provide coordination and management of the gender capacity development and credentialing initiatives in close collaboration and consultation with the field

- Provide overall coordination and management for the planning, implementation and evaluation of initiatives and the overall completion of related outcomes
- Manage workflow, responsibilities and deliverables of consultants and staff working on initiatives, including those from the Gender Section, other Sections and Divisions in HQ, and from Regional and Country Offices, as appropriate.
- Manage initiatives' budgets, maintaining regular review with the Senior Gender Team.
- Manage relationships with the grant donor, sub-grantee vendors and others, including coordinating regular communication mechanisms
- Design and implement relevant strategies, approaches and risk management options in line with corporate policies and procedures as appropriate

Design, Implement, and ensure quality assurance for the program area of

Job search

[Keyword](#)

[Locations](#)

Africa

- ☐ Angola
- ☐ Burkina Faso
- ☐ Cameroon
- ☐ Chad
- ☐ Congo
- ☐ Congo, Dem. Rep
- ☐ Cote d'Ivoire
- ☐ Equatorial Guin
- ☐ Ethiopia
- ☐ Ghana
- ☐ Guinea-Bissau
- ☐ Kenya
- ☐ Lesotho
- ☐ Liberia
- ☐ Madagascar
- ☐ Mali
- ☐ Mozambique
- ☐ Namibia
- ☐ Nigeria
- ☐ S.Tome&Principe
- ☐ Senegal
- ☐ Somalia
- ☐ South Sudan
- ☐ Uganda
- ☐ Zambia
- ☐ Zimbabwe

Headquarters Locations

- ☐ Belgium
- ☐ Denmark
- ☐ France
- ☐ Germany
- ☐ Hungary
- ☐ Italy
- ☐ Japan
- ☐ South Korea,Rep
- ☐ Switzerland
- ☐ United Kingdom
- ☒ United States

Asia and the Pacific

- ☐ Afghanistan
- ☐ Bangladesh
- ☐ Cambodia
- ☐ China
- ☐ Fiji
- ☐ India
- ☐ Indonesia
- ☐ Kyrgyzstan
- ☐ Myanmar
- ☐ Nepal
- ☐ Pakistan
- ☐ Philippines

credentialing and capacity strengthening

- Shape and maintain program area approach and direction to align with the emphasis on gender capacity and expertise in UNICEF's Gender Action Plan.
- Consult Regional and Country offices as well as HQ divisions on a regular basis to shape capacity and credentialing approach, including identifying complimentary capacity development platforms and efforts.
- Advise ROs, CO's and HQ so that they are well informed of the GAP approach, evidence base and lessons learned on gender capacity and credentialing so that efforts are complimentary, and not replicating or launching duplicative strategies.
- Develop and/or provide quality assurance on the terms of reference, RFPs and sub-grant agreements created to commission the development of key training and credentialing processes and products as part of initiatives.

Analysis, monitoring and reporting for the program area of credentialing and capacity strengthening

- Using appropriate corporate tools and systems, including InSight and e-Tools, report on status of the program area, including initiatives' implementation, and identify high-risk areas.
- Lead consolidation of annual donor reports.
- Monitor internal processes for formalizing implementing partnerships to ensure that timelines and performance benchmarks are adhered to.
- Consolidate and provide content for various reports required from the Gender Section, including the annual section/division report, the GAP board report, the Annual Results Report.

Knowledge management and communication for this program area

- Ensure that all initiatives' documentation, including internal and external implementing partnerships, assessment and assurance reports, PCAs and programme documents are adequately circulated and properly archived.
- Develop appropriate knowledge management and sharing strategies to facilitate learning and understanding across the organization
- Design and implement program area communication strategies, initiatives and products for external partners and field learning.

To qualify as a champion for every girl and boy you will have...

- An advanced university degree (Master's or higher) in international development, programme/project management, business administration, financial management, economics, or related field is required.
- A minimum of eight (8) years of relevant professional experience at the national and international levels in programme/project management; at least four (4) years of experience with creative applied gender skill and capacity development is required;
- Understanding of gender responsive international development areas of work focused on children and women;
- Experience with the UN and/or in a developing country is strongly encouraged.
- Fluency in English (written and verbal) is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

The technical competencies required for this post are....

- Significant knowledge and understanding of country/ regional/global gender equality issues, specifically relating to children and women, and the current programming and capacity development trends, methods and approaches;
- Demonstrated skills in project and operational management and ability to work across functional areas, and with internal and external partners at a senior-level;
- Strong leadership, diplomatic, and negotiation skills along with the ability to network and deliver results at a senior-level are desired;
- Ability to express ideas and concepts clearly and concisely in written and oral form and excellent writing skills required;
- Proven skills in communication, strategic planning and systems thinking at a senior-level.

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results. You can view our competency framework [Here](#)

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

Remarks:

- ☐ Solomon Islands
- ☐ Thailand
- ☐ Timor-Leste
- ☐ Turkey
- ☐ Uzbekistan
- ☐ Viet Nam

Latin America and Caribbean

- ☐ Argentina
- ☐ Belize
- ☐ Bolivia
- ☐ Brazil
- ☐ Chile
- ☐ Colombia
- ☐ Costa Rica
- ☐ Cuba
- ☐ Dominican Rep.
- ☐ Eastern Caribbean
- ☐ Ecuador
- ☐ El Salvador
- ☐ Guatemala
- ☐ Guyana
- ☐ Haiti
- ☐ Honduras
- ☐ Jamaica
- ☐ Mexico
- ☐ Nicaragua
- ☐ Panama
- ☐ Paraguay
- ☐ Peru
- ☐ Suriname
- ☐ Uruguay
- ☐ Venezuela

Middle East and North Africa

- ☐ Egypt
- ☐ Iran
- ☐ Iraq
- ☐ Jordan
- ☐ Lebanon
- ☐ Morocco
- ☐ Oman
- ☐ Palestine St.of
- ☐ Saudi Arabia
- ☐ Sudan
- ☐ Syrian Arab Rep
- ☐ Tunisia
- ☐ Utd.Arab.Emir.
- ☐ Yemen

Europe and Central Asia Region

- ☐ Albania
- ☐ Armenia
- ☐ Azerbaijan
- ☐ Bosnia and Herz
- ☐ Georgia
- ☐ Macedonia, TFYR
- ☐ Moldova, Rep of
- ☐ Romania
- ☐ Serbia
- ☐ Ukraine
- ☐ Barbados
- ☐ Trinidad&Tobago

Categories

External Relations

- ☐ Alliances and Resource Mobilization
- ☐ Communication / External Relations
- ☐ Private Fundraising and Partnerships

Job Level

- ☐ Consultancy
- ☒ D-1
- ☐ G-2
- ☐ G-4
- ☐ G-5
- ☐ G-6

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

Opening Date Tue Feb 20 2018 23:15:00 GMT+0100 Pacific Standard Time
Closing Date Fri Mar 23 2018 04:55:00 GMT+0100

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- ☐ G-7
- ☐ Internship
- ☐ NO-1
- ☐ NO-2
- ☐ NO-3
- ☒ P-2
- ☒ P-3
- ☒ P-4
- ☒ P-5

Operations

- ☐ Finance and Administration
- ☐ Human Resources
- ☐ Information Communication Technology
- ☐ Legal
- ☐ Operations and Business Management
- ☐ Supply/Logistics

General Service

- ☐ Support: Operations
- ☐ Support: Programme

Programme and Policy

- ☐ Adolescent Development
- ☐ Chief Field Office
- ☐ Child Protection
- ☐ Communication for Development (C4D)
- ☐ Early Childhood Development
- ☐ Education
- ☐ Expanded Programme Immunization
- ☐ Gender Equality
- ☐ HIV/AIDS
- ☐ Health
- ☐ Human Rights
- ☐ Innovation
- ☐ Knowledge Management
- ☐ Monitoring and Evaluation
- ☐ Nutrition
- ☐ Planning
- ☐ Programme Management
- ☐ Social and Economic Policy
- ☐ Statistics and Monitoring
- ☐ WASH (Water, Sanitation and Hygiene)

Emergency

- ☐ Emergency Programme

WorkTypes

- ☐ Consultancy
- ☐ Fixed Term Staff
- ☐ Internship
- ☐ Temporary Appointment

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